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<b>Item No.</b>	<b>Description</b>	<b>Date Entered into Record</b>
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56.	Notification to local Address Management Systems (AMS) to update AMS database	
57.	Announcement in <i>Postal Bulletin</i>	



01/07/2011

GAIL DUBA  
DISTRICT MANAGER  
HAWKEYE PFC

SUBJECT: Authority to Conduct Investigation

I request your authorization to investigate a possible change in postal services for the office in the IA 05 congressional district.

Post Office Name:	THAYER
Zip+4 Code:	50254-7713
EAS Level:	53
Finance Number:	188820
County:	Union
Proposed Admin Office:	AFTON PO
ADMIN Miles Away:	9.0
Near Office Name:	MURRAY PO
Near Miles Away:	7.0
Number of Customers:	
Post Office Box:	16
General Delivery:	0
Rural Route (RR):	0
Highway Contract Route (HCR):	0
Intermediate RR:	0
Intermediate HCR:	0
City Delivery:	0
Total Customers:	16

The above office became vacant when the postmaster retired on 08/03/1993.

Study for discontinuance request is based on minimal workload, revenue, need for more operational efficiency, and the ability for the Postal Service to provide effective and regular service by an alternate means.

JEAN SUSNJAR  
Manager, Post Office Operations

Approval to Study for Discontinuance:

GAIL DUBA  
DISTRICT MANAGER  
HAWKEYE PFC

01/07/2011

DATE

cc: Area Manager, Public Affairs and Communication





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NOTICE OF POST OFFICE EMERGENCY SUSPENSION

**A. Office**

Name: THAYER State: IA Zip Code: 50254  
Area: WESTERN District: HAWKEYE PFC  
Congressional District: IA 05 County: Union  
EAS Grade: 53 Finance Number: 188820  
Post Office: ☒ Classified Station ☐ Classified Branch ☐ CPO ☐

- There was no Emergency Suspension for this office

Prepared by: Karen Lenane  
Title: HAWKEYE PFC Post Office Review Coordinator  
Tele No: (319) 399-2902

Date: 02/11/2011  
Fax No: (319) 399-5502



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NOTICE TO CUSTOMERS/DISTRICT PERSONNEL OF SUSPENSION

A. Office

Name: THAYER State: IA Zip Code: 50254  
Area: WESTERN District: HAWKEYE PFC  
Congressional District: IA 05 County: Union  
EAS Grade: 53 Finance Number: 188820  
Post Office: ☒ Classified Station ☐ Classified Branch ☐ CPO ☐

There was no Emergency Suspension for this office

Prepared by: Karen Lenane  
Title: HAWKEYE PFC Post Office Review Coordinator  
Tele No: (319) 399-2902

Date: 02/11/2011  
Fax No: (319) 399-5502

Google maps

Address Thayer, IA

Get Google Maps on your phone

Text the word "GMAPS" to 466453



©2010 Google - Map data ©2010 Google -



## Memo to the record

3/7/2011

Re: Eviction Notice

The Thayer Post Office was not suspended and is currently active. As a result, an eviction notice is not applicable in this study.

A handwritten signature in cursive script that reads "Sara Lindauer".

Sara Lindauer  
Post Office Review Investigator



## Memo to the record

3/7/2011

Re: Building Deficiency Report

The Thayer Post Office was not suspended and is currently active. As a result, a building Deficiency Report is not applicable in this study.

A handwritten signature in cursive script that reads "Sara Lindauer".

Sara Lindauer

Post Office Review Investigator



## Photographs of Thayer Post Office and Community



Front of Post Office



Back of Post Office



Front of Post Office looking North



Front of Post Office looking South



Corner of 2<sup>nd</sup> St and 2<sup>nd</sup> Ave looking North



South Entrance to Thayer looking North

## Photographs of Thayer Post Office and Community



Thunder Valley Hot Rod Shop



Corner of 2<sup>nd</sup> St and 6<sup>th</sup> Ave Looking SW



Corner of 3<sup>rd</sup> St and 5<sup>th</sup> Ave looking East



Corner of 4<sup>th</sup> St and 5<sup>th</sup> Ave looking East



North side of town looking South



Thayer City Hall

## Photographs of Thayer Post Office and



Northwest Side of town looking SE



Corner of 2<sup>nd</sup> and 5<sup>th</sup> St looking South

## PS Form 150, Postmaster Workload Information

Post Office, State & Zip Code THAYER, IA 50254		Postmaster's Signature JXF4B0	Date 01/29/2011
District Office, State & Zip Code HAWKEYE PFC, IOWA 52406		District Manager's Signature KT9VD4	Date 01/07/2011
(Check Box) <input type="checkbox"/> Vacancy <input type="checkbox"/> Management Review <input type="checkbox"/> RFR		See Instructions on Reverse	
1.	Current Office Level		53
2.	Finance Number	(1-6)	188820
3.	General Delivery Families Served	(7-9)	0
4.	Post Office Boxes/Call Boxes Rented	(10-15)	16
5.	Possible City Deliveries	(16-20)	0
6.	Administrative Rural Boxes Served	(21-25)	0
7.	Intermediate Rural Boxes Served	(26-30)	0
8.	Administrative Responsibility form Intermediate Rural Boxes for Other Offices	(31-35)	0
9.	Administrative Highway Contract/Star Route Boxes Served	(36-39)	0
10.	Intermediate Highway Contract/Star Route Boxes Served	(40-43)	0
11.	Administrative Responsibility for Intermediate Highway Contract/Star Route Boxes for Other Offices	(44-47)	0
12.	Number of Carrier Stations/Branches	(48-49)	0
13.	Number of Finance Stations/Branches	(50-51)	0
14.	Number of Contract Stations/Branches & Community Post Offices	(52-53)	0
15a.	Does Office Experience A Seasonal Workload? (box one "Y" of yes, "N" for no) (If you answer "yes" of this question, complete 'Seasonal Workload' section on reverse.)	(54)	N
15b.	Duration of Experience A Seasonal Workload? (minimum of 8 weeks)	(55-56)	0
16.	Does Office Perform Outgoing Distribution for Other Offices?	(57)	N
17.	Does Office Perform Incoming Distribution for Other Offices?	(58)	N
18.	Does Office Perform Incoming Secondary Distribution for Other Offices?	(59)	N
19.	Do You Separate All Incoming Letter Size Mail to City & Rural Carrier Routes for Your Own Office?	(60)	N
20.	Do You Separate All Incoming Flat Size Mail to City & Rural Carrier Routes for Your Own Office?	(61)	N
21.	Do You Have Responsibility for Vehicle Maintenance Facilities?	(62)	N
22.	Does Your Office Have Administrative Responsibility for an Air Transfer Office?	(63)	N
23.	Is Postmaster Lessor for Government Owned Building?	(64)	N
24.	Does Office Have MPLSM/SPLSM?	(65)	N
25.	Does Office Distribute Food Stamps?	(65)	N



## PS Form 150, Postmaster Workload Information

Page 1 of 2

	Normal	During Seasonal Period
General Delivery Families Served	0	0
Post Office Boxes/Call Boxes Rented	16	0
Possible City Deliveries	0	0
Administrative Rural Boxes Served	0	0
Intermediate Rural Boxes Served	0	0
Administrative Responsibility/Number Intermediate Rural Boxes	0	0
Administrative Highway Contract/Star Route Boxes Served	0	0
Intermediate Highway Contract/Star Route Boxes Served	0	0
Administrative Responsibility/Number Intermediate Highway Contract/Star Route Boxes	0	0

## Instructions

- Enter current evaluated office level.
- Enter the 6 digit post office finance number.
- Enter number of general delivery families served.
- Enter total number of post office boxes and call boxes rented. Do not confuse with the total number available. This total should include boxes rented at classified stations/branches as well as the main office including GPO's.
- Enter total possible city deliveries. The total reported should equal the total possible deliveries shown on Form 1621, *Carrier Route Report*, for the previous accounting period.
- Enter the number of administrative boxes served. This is the number of rural route boxes served, within your ZIP Code ONLY by carriers administratively reporting to you. Do not include boxes on the routes which are in the ZIP Code of an intermediate office.
- Enter the number of intermediate rural boxes served. This is the number of rural boxes, within your ZIP Code, served by a carrier administratively reporting to another postmaster. For credit, the mail must be incoming to your office and separated to the routes within your ZIP Code by you or your employees prior to carrier sequencing.
- Enter the number of intermediate rural boxes for which you are administratively responsible. This is the number of boxes served by a carrier administratively responsible to you, but which are located in the ZIP Code for another office.
- Enter the number of administrative highway contract star route boxes served. This is the total number of star route boxes served within your ZIP Code ONLY by a contractor for whom you have administrative responsibility. Do not include boxes on the routes which are in the same ZIP Code of an intermediate office.
- Enter the number of intermediate highway contract star route boxes served. This is the total number of star route boxes served within your ZIP Code ONLY by a contractor who administratively reports to another Postmaster. For credit the mail must be incoming to your office and separated to the contract route by you or your employees.
- Enter the number of intermediate highway contract star route boxes for which you are administratively responsible. This is the number of boxes served by a contractor for whom you are administratively responsible and which are located in the ZIP Code of another office.
- Enter the number of classified stations and/or branches that have carrier delivery service.
- Enter the number of classified finance stations and/or branches (without carrier delivery service) staffed by postal employees.
- Enter the total number of contract stations, rural stations and community post offices.
  - A contract station is a detached finance unit manned by non-postal employees.
  - A rural station is a post office box delivery unit serviced by a rural carrier.
  - A community post office is a contract unit which provides service in a small community.
- To receive credit for a seasonal workload increase the items shown on the seasonal workload portion of the form must show a 25% increase and must last for a minimum of 8 weeks. The Christmas Season is not to be considered as a seasonal workload increase. Should your office have a seasonal workload increase you should enter the exact number of weeks the season lasts and complete the seasonal workload portion of the form in its entirety.

## Questions 16 Thru 25 Should Be Answered Y (Yes) or N (No)

- Does office separate massed outgoing mail originating in other associate offices to three digit ZIP CODE designating offices and/or area distribution centers and demonstrate a culling, facing and cancelling operation?
- Does office separate massed three digit sorted incoming mail to a five digit sort for other associate offices?
- Does office separate incoming mail to carrier routes for other associate offices?
- Does office separate all incoming letter size mail to city, rural and/or star routes?
- Does office separate all incoming flats to city and/or rural carrier routes without assistance from an MPC?
- Do you have a vehicle maintenance facility under your jurisdiction?
- Do you have an air transfer office under your jurisdiction?
- Do you occupy a government-owned building and lease a portion of the building to someone else?
- Does your office operate a Multiple Position Letter Sorting Machine (MPLSM) or Single Position Letter Sorting Machine (SPLSM)?
- Does your office distribute food stamps?



**Worksheet for calculating Workload Service Credit (WSC) for Post Offices**

**Worksheet for calculating Workload Service Credit (WSC) for Post Offices**

Office Name: THAYER  
Office Zip+4: 50254 -7713 District: HAWKEYE PFC

**Activity WSCs**

General Delivery Families Served (Item 3, PS Form 150) . . . . .	<u>0</u>	X 1.0	=	<u>0</u>
Post Office Boxes/Call Boxes Rented (Item 4, PS Form 150). . . . .	<u>16</u>	X 1.0	=	<u>16</u>
Possible City Deliveries (Item 5, PS Form 150) . . . . .	<u>0</u>	X 1.33	=	<u>0</u>
Administrative Rural Boxes Served (Item 6, PS Form 150) . . . . .	<u>0</u>	X 1.0	=	<u>0</u>
Intermediate Rural Boxes Served (Item 7, PS Form 150) . . . . .	<u>0</u>	X 0.7	=	<u>0</u>
Administrative Responsibility for Intermediate Rural Boxes for Other Offices (Item 8, PS Form 150) . . . . .	<u>0</u>	X 0.3	=	<u>0</u>
Administrative Highway Contract/Star Route Boxes Served (Item 9, PS Form 150) . . . . .	<u>0</u>	X 1.0	=	<u>0</u>
Intermediate Highway Contract/Star Route Boxes Served (Item 10, PS Form 150) . . . . .	<u>0</u>	X 0.7	=	<u>0</u>
Administrative Responsibility for Intermediate Highway Contract/Star Route Boxes for Other Offices (Item 11, PS Form 150) . . . . .	<u>0</u>	X 0.3	=	<u>0</u>
Total Activity WSCs . . . . .				<u>16</u>

**Revenue WSCs**

First	25 revenue units:	1.00	X	<u>13</u> units	=	<u>13.00</u>
Next	275 revenue units:	0.50	X	<u>0</u> units	=	<u>0.00</u>
Next	700 revenue units:	0.25	X	<u>0</u> units	=	<u>0.00</u>
Next	5000 revenue units:	0.10	X	<u>0</u> units	=	<u>0.00</u>
	Balance of revenue units:	0.01	X	<u>0</u> units	=	<u>0.00</u>
Total revenue WSCs:						<u>13.00</u>

Activity WSCs 16 + Revenue WSCs = 13.00 Base WSCs 29.00 = EAS Grade A

Previous evaluation: EAS grade 53

Effective date of change in service hours: \_\_\_\_\_ (if appropriate)  
(when a vacancy exists, hours must reflect the appropriate EAS grade)

Worksheet completed by:

KAREN LENANE

KAREN.S.LENANE@USPS.GOV

Printed Name

Signature

HAWKEYE PFC District Review Coordinator

01/25/2011

Title

Date

# Window Transaction Survey

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## Window Transaction Survey

PO Name: THAYER ZIP+4: 50254 - 7713 Completed By: JXF4B0  
Survey Period: 01/08/2011 through 01/21/2011

Record the number of retail window transactions in the appropriate columns for each day. Consider a sale of stamps as one transaction. A sale of stamps and a money order is two transactions. Do not record the handing out over the counter of box mail, general delivery mail, or carrier mail. Instead of this worksheet, you may use PS Form 2007-A, Window Transaction Record; PS Form 2007-B, Window Transaction Conversion; and PS Form 2007-C, Window Transaction Survey. Use hash marks (///) for daily entries in the columns. To obtain the average daily number of transactions, divide the total number of transactions during the survey period by the number of days in the survey. The allowable time per transaction is shown in each column in minutes. To determine the average daily workload in minutes, multiply the number of transactions in each column by the time conversion for that column, total the time conversions for all columns, and divide the total number of minutes by the number of days in the survey period.

Day/Date	Postage Sales (.777)	Priority Parcels Money Orders (1.083)	Express Registered C.O.D. (1.969)	Passports Meter Settings (5.06)	Box Rent (2.875)	Certified Insured Special Service (1.792)	Misc. Services (1.787)	Nonrevenue Services (1.787)
Fri - 01/08	1	0	0	0	0	0	0	0
Sat - 01/09	2	0	0	0	0	0	0	0
Mon - 01/11	2	0	0	0	0	0	0	0
Tue - 01/12	1	0	0	0	0	0	0	0
Wed - 01/13	1	0	0	0	0	0	0	0
Thu - 01/14	2	2	0	0	0	0	1	0
Fri - 01/15	1	0	0	0	0	0	0	0
Sat - 01/16	0	0	0	0	0	0	0	0
Mon - 01/18	0	0	0	0	0	0	0	1
Tue - 01/19	0	0	0	0	0	0	0	0
Wed - 01/20	2	1	0	0	0	0	0	0
Thu - 01/21	4	0	0	0	0	0	0	0
TOTALS	16	3	0	0	0	0	1	1
Time Factor	X .777	X 1.083	X 1.969	X 5.06	X 2.875	X 1.792	X 1.787	X 1.188
Daily Average	1.4	0.4	0.0	0.0	0.0	0.0	0.2	0.1
Average Number Daily Transactions: <u>2.3</u> Average Daily Retail Workload in Minutes: <u>2.1</u>								

**Survey of Incoming Mail**Survey of Incoming Mail  
(Record in Pieces)

Post Office Name and Zip+4

THAYER 50254 - 7713

Dates Recorded

01/08/2011 through 01/21/2011

Date	Letters		Flats		Parcels		Other	
	First Class	Standard	First Class	Standard	Priority	Standard		
Fri - 01/08	20	1	2	0	0	0	0	0
Sat - 01/09	17	3	0	8	0	0	0	0
Mon - 01/11	13	2	2	1	0	0	0	0
Tue - 01/12	18	6	3	24	1	0	0	0
Wed - 01/13	14	1	2	2	0	0	0	0
Thu - 01/14	27	2	2	0	0	0	0	0
Fri - 01/15	36	0	0	9	0	0	0	0
Sat - 01/16	0	0	0	0	0	0	0	0
Mon - 01/18	12	2	0	4	1	0	0	0
Tue - 01/19	19	1	0	17	0	0	0	0
Wed - 01/20	29	7	2	4	0	0	0	0
Thu - 01/21	27	0	2	4	0	0	0	0
TOTALS	232	25	15	73	2	0	0	0
Daily Average	21.1	2.3	1.4	6.6	0.2	0.0	0.0	0.0

Signature of Person Making Count:

JXF4B0

Printed Name:

JXF4B0

Date:

01/21/11

**Conversion Rate**

Letter Type	Total Pieces Per Foot	Flat Type	Total Pieces Per Foot
Manual Letters	227	Manual Flats	115
Automated Letters	215	Automated Flats	115
Sequenced Letters	2227	Sequenced Flats	115

Conversion rates are subject to periodic updates which will be published and disseminated when applicable.

# Survey of Dispatched Mail

Survey of Dispatched Mail  
(Record in Pieces)

Post Office Name and Zip+4 THAYER 50254 - 7713  
Dates Recorded 01/08/2011 through 01/21/2011

Date	Letters		Flats		Parcels		Other	
	First Class	Standard	First Class	Standard	Priority	Standard		
Fri - 01/08	2	0	0	0	0	0	0	0
Sat - 01/09	9	0	1	0	0	0	0	0
Mon - 01/11	8	0	0	0	0	0	0	0
Tue - 01/12	4	0	1	0	1	0	0	0
Wed - 01/13	1	0	0	0	0	0	0	0
Thu - 01/14	16	0	0	0	1	0	0	0
Fri - 01/15	3	0	0	0	0	0	0	0
Sat - 01/16	0	0	0	0	0	0	0	0
Mon - 01/18	7	0	0	0	0	0	0	0
Tue - 01/19	0	0	1	0	0	0	0	0
Wed - 01/20	3	0	0	0	0	0	0	0
Thu - 01/21	11	0	2	0	0	0	0	0
TOTALS	64	0	5	0	2	0	0	0
Daily Average	6.4	0.0	0.5	0.0	0.2	0.0	0.0	0.0

Signature of Person Making Count:

JXF4B0

Printed Name:

JXF4B0

Date:

01/21/11





01/07/2011

OIC/POSTMASTER

SUBJECT: THAYER Post Office

Please provide the names and addresses of businesses, religious institutions, civic organizations, and local government offices, and schools that are served by the THAYER Post Office. The list of businesses should include small, part-time and in-home businesses, as well as public institutions, such as schools, police departments, etc; religious institutions and businesses physically located outside the community that use retail services on a routine basis at the THAYER Post Office. Also, please provide the total number of permit mailers and postage meter customers. Indicate in the space below the total number of Post Office box, general, and street delivery customers served by the office. Return all documents to KAREN LENANE by 01/21/2011. This information will be entered into the official record for public viewing.

Post Office Box	<u>16</u>
General Delivery	<u>0</u>
Rural Route (RR)	<u>0</u>
Highway Contract Route (HCR)	<u>0</u>
Intermediate RR	<u>0</u>
Intermediate HCR	<u>0</u>
City Delivery	<u>0</u>
Total Customers	<u>16</u>

If you have any comments on alternate means of providing services to the THAYER customers, please provide them below:

KAREN LENANE  
Post Office Review Coordinator

Comments:

Thunder Valley Hot Rod Shop, 300 S. 3rd Ave, Thayer, IA Pleasant Valley Christian Church, 220th St, Thayer, IA Schildberg Construction Co Inc., 2118 Willow Rd, Thayer, IA

cc: Official Record





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Page Nbr. 1

01/18/2011

Rick Piel  
Union County Sheriff's Office  
302 North Pine Street  
Creston, IA 50801

SUBJECT: Possible Discontinuance of Post Office

The Postal Service is currently conducting an investigation concerning the possible discontinuance of the THAYER Post Office, 50254 - 7713, located in Union County. Please search your records for any recent reports of mail theft or vandalism in the area.

Please return your findings in the enclosed envelope. You may use the bottom of this form to report your findings, accompanied by your signature, title, and date.

Thank you for your assistance in this matter

KAREN LENANE  
Post Office Review Coordinator  
HAWKEYE PFC

Enclosure: Return Envelope

Nbr records of mail theft or vandalism:

\_\_\_\_\_

Comments/Findings:

No recent reports.

cc: Official Record

Tracy Chapman  
Civil Clerk  
2/2/11



01/11/2011

SUBJECT: Possible Discontinuance of Post Office

The Postal Service is currently conducting an investigation concerning the possible discontinuance of the THAYER Post Office, 50254 - 7713, located in Union County. Please search your records for any recent reports of mail theft or vandalism in the area.

Please enter your findings in the yellow blocks below. Once complete please click submit. You can print from above. Signatures are captured electronically.

Thank you for your assistance in this matter

KAREN LENANE  
Post Office Review Coordinator  
HAWKEYE PFC

NBR records of mail theft or vandalism: 2

Comments/Findings:

There were 2 reports of Mail Theft during the last year involving Thayer, 50254.

cc: Official Record

Post Office Survey Sheet

Post Office Survey Sheet

Post Office Name THAYER ZIP+4 50254-7713  
Congressional District IA 05 Date 02/25/2011

1. List specific information about the facility, such as structural defects, safety hazards, lack of running water or restrooms (if so, where restrooms are available), security, and other deficiencies or factors to consider.

NA Management initiated study

2. Is the facility accessible to persons with disabilities? ☐ Yes ☒ No

3. Lease terms? 30-day cancellation clause? Lease set to expire 9/30/2012 No termination clause

4. Are suitable alternate quarters available for an independent Post Office? If so, where?

NA Management initiated study

5. List potential CPO sites.

NA Management initiated study

6. Are there any postage meter customers or permit mailers? ☐ Yes ☒ No

If yes, please identify them by name and address.

NA

7. Which career and noncareer employees will be affected and what accommodations will be made for them?

1 PMR to be reassigned or terminated

8. How is mail received and dispatched at the office and at what times? How will this be affected by discontinuance? Will a collection box be retained? Will a locked pouch be utilized?

Mail is received by Afton Rural Carrier at approximately 1100 Mail is dispatched by Thayer employee at 1300. Mail is picked up by Star Route driver approximately 1600. Collection box to be eliminated.

How Post Office boxes are installed? 57

How Post Office boxes are used? 16

What are the window service hours? 09:00 - 13:30 M-F

10:00 - 11:30 S

What are the lobby hours? 9:00 - 13:30 M-F

10:00 - 11:30 S

9. Have there been recent cases of mail theft or vandalism reported to the postmaster/OIC? Explain.

None

Post Office Survey Sheet(continued)

10.	What equipment in the Post Office is not owned by the Postal Service (e.g., Post Office Boxes, furniture, safe)? None
11.	List potential CBU/parcel lockers sites and distances from present Post Office site. NA Management initiated study
12.	Are there any special customer needs? (People who cannot read or write, who cannot drive, who have infirmities or physical handicaps, etc.) How can these people be accommodated? None
13.	<p>Rural delivery/HCR delivery.</p> <p>a. What is current evaluation? K 40</p> <p>b. Will this change result in the route being overburned? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If so, what accommodations will be made to adjust the route? NA</p> <p>c. How many boxes and miles will be added to the route? 16, box 0 Miles</p> <p>d. What would be the additional annual expense if the route is increased? 1333</p> <p>e. What is the one-time cost of CBU/parcel locker installation (id appropriate)? 0</p> <p>f. At what time of the day does the carrier begin delivery to the community? 1100</p> <p>Will this delivery time be affected if the office is discontinued? (Y or N) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If so, how? 0</p>
14.	<p>Are the Post Office box fees at the facility that will provide alternative service different from those at the office to be discontinued? If so, how? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Current no fee box holders will have an increase in box rent if PO Box service is continued in another facility.</p>

Community Survey Sheet

Community Survey Sheet

Post Office Name THAYER ZIP+4 50254-7713  
Congressional District IA 05 Date 03/02/2011

1. Incorporated? ☒ Yes ☐ No

Local government provided by: Mayor and Council  
Police protection provided by: Union County Sheriff  
Fire protection provided by: Murray and Lorimar Fire Departments  
School location: East Union School District - Afton, IA

2. What population growth is expected? (Please document your source)

Minimal - Facilities Planning Website - OIC

3. What residential, commercial, or business growth is expected? (Please document your source)

Minimal - Facilities Planning Website - OIC

History. (Are there any special historical events related to the community?)

Are there any special community events to consider?

4. Is the Post Office facility a state or national historic landmark (see ASM 515.23)?  
Check with the field real estate office when verification is needed.)

Mt Pisgah - This is a Mormom landmark and cemetery that is visited by high school students from around the country. The students follow the path on the Mormon trail and spend the evening at this site.

5. What is the geographic/economic make-up of the community (e.g., retirees, commuters, self-employed, farmers)?

Retirees, commuters, farmers.

Which nonpostal services are provided by the Post Office (e.g., public bulletin board, school bus stop, community meeting location, voting place, government form distribution center.

6. Do employees of the office offer assistance to senior citizens and handicapped)?  
What provisions can be made for these services if the Post Office is discontinued?

Bulletin board. No special assistance to senior citizens and handicapped. Residents may continue to meet informally, socialize, and share information at the other businesses, churches, and residences in town.



# Rural Route Cost Analysis Form

## Rural Route Carrier Estimated Cost for Alternative Replacement Service

Office Name: THAYER  
Office Zip+4: 50254 -7713 District: HAWKEYE PFC

- |    |   |                 |   |                 |
|----|---|-----------------|---|-----------------|
| 1. | Enter the number of additional boxes to be added to the rural route                               | <u>17</u>       |   |                 |
| 2. | Enter the number of additional miles to be added to the route                                     | <u>0.00</u>     |   |                 |
|    |   |                 | <b>Total (additional boxes x volume factor)</b>   | <u>29.58</u>    |
| 3. | Enter the number of additional boxes to be added to the rural route                               | <u>17</u>       |   |                 |
|    | Centralized boxes   | <u>0.00</u>     | x 1.00 Min  | <u>0.00</u>     |
|    | Regular L route boxes   | <u>0.00</u>     | x 1.82 Min  | <u>0.00</u>     |
|    | Regular Non-L route boxes   | <u>17.00</u>    | x 2.00 Min  | <u>34.00</u>    |
|    |   |                 | <b>Total additional box allowance</b>   | <u>34.00</u>    |
| 4. | Enter the number of additional daily miles to be added to the rural route                         | <u>0.00</u>     | x 12 Mileage Standard   | <u>0.00</u>     |
|    |   |                 | <b>Total additional minutes per week (miles carried to two decimal places)</b>          | <u>63.58</u>    |
| 5. | Total additional annual minutes (additional minutes per week year)                                | <u>63.58</u>    | x 52 Weeks  | <u>3,306.16</u> |
| 6. | Total additional annual hours (additional annual minutes/ 60 minutes per hour)                    | <u>3,306.16</u> | / 60 Minutes  | <u>55.10</u>    |
| 7. | Enter the rural cost per hour (see national payroll summary report – rural carrier, consolidated) | <u>33.74</u>    |   |                 |
|    |   |                 | <b>Total Annual Cost (additional annual hours x rural cost per hour)</b>                | <u>1,859.16</u> |
| 8. | Enter lock pouch allowance (if applicable)  |                 |   | <u>526.34</u>   |
|    |   |                 | <b>Total annual cost for alternate service (annual cost minus lock pouch allowance)</b> | <u>1,332.82</u> |

U.S. Postal Service POST OFFICE CLOSING OR CONSOLIDATION PROPOSAL Fact Sheet				1. Date Prepared 02/17/2011																								
2. Post Office Name THAYER		3. State and ZIP + 4 Code IA, 50254-7713																										
4. District, Customer Service HAWKEYE PFC	5. Area, Customer Service WESTERN	6. County Union	7. Congressional District IA 05																									
8. Reason for Proposal to Discontinue Study for discontinuance request is based on minimal workload, revenue, need for more operational efficiency, and the ability for the Postal Service to provide effective and regular service by an alternate means.		9. PO Emergency Suspend/Reason and Date) No Suspension		10. Proposed Permanent Alternate Service																								
11. Staffing		12. Hours of Service																										
a. <input type="checkbox"/> PM <input checked="" type="checkbox"/> PM Vacancy Reason & Date: retired Occupied 08/03/1993 b. <input checked="" type="checkbox"/> OIC <input type="checkbox"/> Career <input type="checkbox"/> Non-Career c. Current PM POSITION Level (150)EAS-53 Downgraded from EAS-53 d. No of Clerks- 0 No of Career- 0 No of Non-Career- 0 e. No of Others- 0 No of Career- 0 No of Non-Career- 1		a. Time M-F 09:00 - 13:30 Sat 10:00 - 11:30 Total Window Hours Per Week a. Lobby Time M-F 9:00 - 13:30 Sat 10:00 - 11:30 24.00																										
13. Number of Customers Served		14. Daily Volume (Pieces)																										
a. General Delivery 0 b. P.O. Box 16 c. City Delivery 0 d. Rural Delivery 0 e. Highway Contract Route Box 0 f. Total 16 g. No. Receiving Duplicate Service 0 h. Average No. Daily Transactions 2.30		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Types of Mail</th> <th>Received</th> <th>Dispatched</th> </tr> </thead> <tbody> <tr> <td>a. First-Class</td> <td>23</td> <td>5</td> </tr> <tr> <td>b. Newspaper</td> <td>8</td> <td>0</td> </tr> <tr> <td>c. Parcel</td> <td>0</td> <td>0</td> </tr> <tr> <td>d. Other</td> <td>0</td> <td>0</td> </tr> <tr> <td>e. Total</td> <td>31</td> <td>5</td> </tr> <tr> <td>f. No. of Postage Meters</td> <td colspan="2">0</td> </tr> <tr> <td>g. No. of Permits</td> <td colspan="2">0</td> </tr> </tbody> </table>			Types of Mail	Received	Dispatched	a. First-Class	23	5	b. Newspaper	8	0	c. Parcel	0	0	d. Other	0	0	e. Total	31	5	f. No. of Postage Meters	0		g. No. of Permits	0	
Types of Mail	Received	Dispatched																										
a. First-Class	23	5																										
b. Newspaper	8	0																										
c. Parcel	0	0																										
d. Other	0	0																										
e. Total	31	5																										
f. No. of Postage Meters	0																											
g. No. of Permits	0																											
Finances a. FY 2008 2009 2010		Receipts \$ 5,973 \$ 5,203 \$ 4,810	b. EAS Step 1 PM Basic Salary (no Cola) \$ 15350	c. PM Fringe Benefits (33.5% of b.) \$5,142																								
15a. Quarters																												
<input type="checkbox"/> Postal Owned <input checked="" type="checkbox"/> Leased (if Leased, Expiration Date) 09/30/2012 Annual Lease \$ 2400 30-day cancellation clause? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Evicted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (if Yes, must vacate by) Located in: <input type="checkbox"/> Business <input type="checkbox"/> Home <input checked="" type="checkbox"/> Other Suitable alternate quarters available? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No																												
15b. Explain:																												
17. Schools, Churches and Organization in Service Area: No: 1 Pleasant Valley Christian Church,		19. Administrative/Emanating Office (Proposed): Name AFTON PO EAS Level 16 Miles Away 9.0 Window Service Hours: M-F 08:30 16:30 SAT 08:30 09:30 Lobby Hours: M-F 24 Hours SAT 24 Hours PO Boxes Available: 104																										
18. Businesses in Service Area: No: 2 Thunder Valley Hot Rod Shop, Schildberg Construction Inc.		20. Nearest Post Office (if different from above): Name MURRAY PO EAS Level 13 Miles Away 7.0 Window Service Hours: M-F 08:30 15:45 SAT 08:30 10:00 Lobby Hours: M-F 24 hours SAT 00:00 15:00 PO Boxes Available: 148																										
21. Prepared by																												
Printed Name and Title SARA LINDAUER		Signature SARA LINDAUER		Telephone No. AC ( ) (319) 399-2902																								
PO Discontinuance Coordinator Name KAREN LENANE		Location CEDAR RAPIDS, IOWA																										



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**A. Office**

Name: THAYER State: IA Zip Code: 50254  
Area: WESTERN District: HAWKEYE PFC  
Congressional District: IA 05 County: Union  
EAS Grade: 53 Finance Number: 188820  
Post Office: ☒ Classified Station ☐ Classified Branch ☐ CPO ☐

This form is a place holder for number 19

Prepared by: Karen Lenane  
Title: HAWKEYE PFC Post Office Review Coordinator  
Tele No: (319) 399-2902

Date: 03/07/2011  
Fax No: (319)  
399-5502

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**Connolly, Matthew J - Washington, DC**

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**From:** Lenane, Karen S - Cedar Rapids, IA  
**Sent:** Wednesday, February 23, 2011 7:20 PM  
**To:** Lindauer, Sara P - Bernard, IA  
**Subject:** Fw: MPOO Continue Review for THAYER PO

[Karen S Lenane](#)

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**From:** Susnjar, Jean M - Council Bluffs, IA  
**To:** Lenane, Karen S - Cedar Rapids, IA  
**Sent:** Wed Feb 23 15:49:08 2011  
**Subject:** MPOO Continue Review for THAYER PO

Jean Susnjar has determined to continue to move forward with the discontinuance for THAYER. They have chosen to Close the office and Establish service by Rural Route Service. You should be prepared to conduct the next steps in the process.



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01/24/11

OIC/POSTMASTER

SUBJECT: THAYER Post Office

Enclosed are questionnaires addressed to customers of the THAYER Post Office. I have also enclosed additional copies of the questionnaires for any retail or other customer who wishes to complete one. Please furnish these questionnaires to retail customers upon request. All completed forms should be forwarded to my office by 02/09/11 for further review.

A handwritten signature in black ink, appearing to read "Karen Lenane".

Karen Lenane  
Post Office Review Coordinator  
Enclosures





1/27/2010

Dear Postal Customer:

As the postal manager responsible for all post offices in your area, I would like your opinion concerning a possible change in the way your postal service is provided. The recommended change is tentative and will not lead to a formal proposal unless we conclude that it will provide a maximum degree of regular and effective service.

The postmaster at the Thayer post office retired on 08/03/1993. An officer in Charge has been managing the office since that time. A review of the business activities of the post office revealed that the office workload is minimal and the office qualified for service only four and a half hours per day. Our office review revealed an average 2 daily retail window transactions. This reduced workload suggests that the maintenance of an independent office in Thayer, may not be warranted.

Briefly, we would like to provide pickup and delivery of your mail, as well as the sale of stamps and all other customary postal services, to roadside mailboxes installed by the customers. This service would be performed by a rural route carrier and would involve closing our operation at the Thayer Post Office.

We estimate that rural route carrier service would cost the Postal Service substantially less than maintaining the Post Office in your community and still provide regular and effective service. Enclosed is information about some of the services available from the carrier. Retail services are also available at the Afton Post Office, located 8.5 miles away. Hours of service at this office are 8:30 am to 11:30 am and 12:30 pm to 4:30 pm Monday through Friday, and 8:30-9:30 on Saturday. Post Office box service is available at this location at the same fees you now pay for those who are currently paying for a PO Box. Post Office box access hours are 24 hours a day.

If a change to carrier service is implemented, customers will continue to use the name Thayer, IA 50254 in their mailing address. If you would like to provide input into a decision to permanently change to rural route service, please return the enclosed questionnaire by February 11, 2011, using the pre-addressed envelope provided. Please be aware that, if we formalize a proposal, your questionnaire will become part of an official record and will be available for public viewing.

If you would like to discuss this form of service with us, postal representatives will present a community meeting at the Thayer City Hall on Wednesday February 9<sup>th</sup>, 2011 at 6:00 pm to answer questions and provide information about our service. You may wish to discuss and submit your questionnaire at that time or later. The enclosure entitled "United States Postal Service Summary of Post Office Change Regulations" describes what is involved in making a formal proposal if a permanent change in postal service appears warranted.

If you have any questions, you may call Sara Lindauer, Post Office Review Investigator at 563-879-3591.

Thank you for your assistance.

Sincerely,

A handwritten signature in cursive script that reads "Sara Lindauer for Jean Susjnar".

Jean Susjnar  
Manager, Post Office Operations  
PO BOX 189200  
Des Moines, IA 50318-9204

Enclosures: Questionnaire and return envelope  
Summary Of Post Office Change Regulations  
Carrier delivery information



## Postal Service Customer Questionnaire

1. Please check the appropriate box to indicate whether you used the THAYER Post Office for each of the following:

### Postal Services

	Daily	Weekly	Monthly	Never
a. Buying Stamps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Mailing Letters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Mailing Parcels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Pick up Post Office box mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Pick up general delivery mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Buying money orders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Obtaining special services, including Certified Mail, Registered Mail, Insured Mail, Delivery Confirmation, or Signature Confirmation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Sending Express Mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Buying stamp-collecting material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Other Postal Services

- a. Entering permit mailings ☐ YES ☐ NO
- a. Resetting/using postage meter ☐ YES ☐ NO

### Nonpostal Services

- a. Picking up government forms (such as tax forms) ☐ YES ☐ NO
- b. Using for school bus stop ☐ YES ☐ NO
- c. Assisting senior citizens, persons with disabilities. ect. ☐ YES ☐ NO

If yes, please explain:

- d. Using public bulletin board ☐ YES ☐ NO

- e. Other ☐ YES ☐ NO

If yes, please explain:

2. Do you pass another Post Office during business hours while traveling to or from work, or shopping, or for personal needs?

☐ YES ☐ NO

If yes, please explain:

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3. If you previously received carrier delivery, there will be no change to your delivery service — proceed to question 4. If you previously received Post Office box service or general delivery service, complete this section. How do you think carrier route delivery service compares to your previous service?

☐ Better

☐ Just as Good

☐ No Opinion

☐ Worse

If yes, please explain:

4. For which of the following do you leave your community? (Check all that apply.) Where do you go to obtain these services?

☐ Shopping

☐ Personal needs

☐ Banking

☐ Employment

☐ Social needs

5. Do you currently use local businesses in the community?

☐ Yes ☐ No

If yes, would you continue to use them if the Post Office is discontinued?

☐ Yes ☐ No

Name:

Address:

Telephone:

Date:

Please add any additional comments on a separate piece of paper and attach it to this form. Thank you for taking the time to complete this questionnaire.

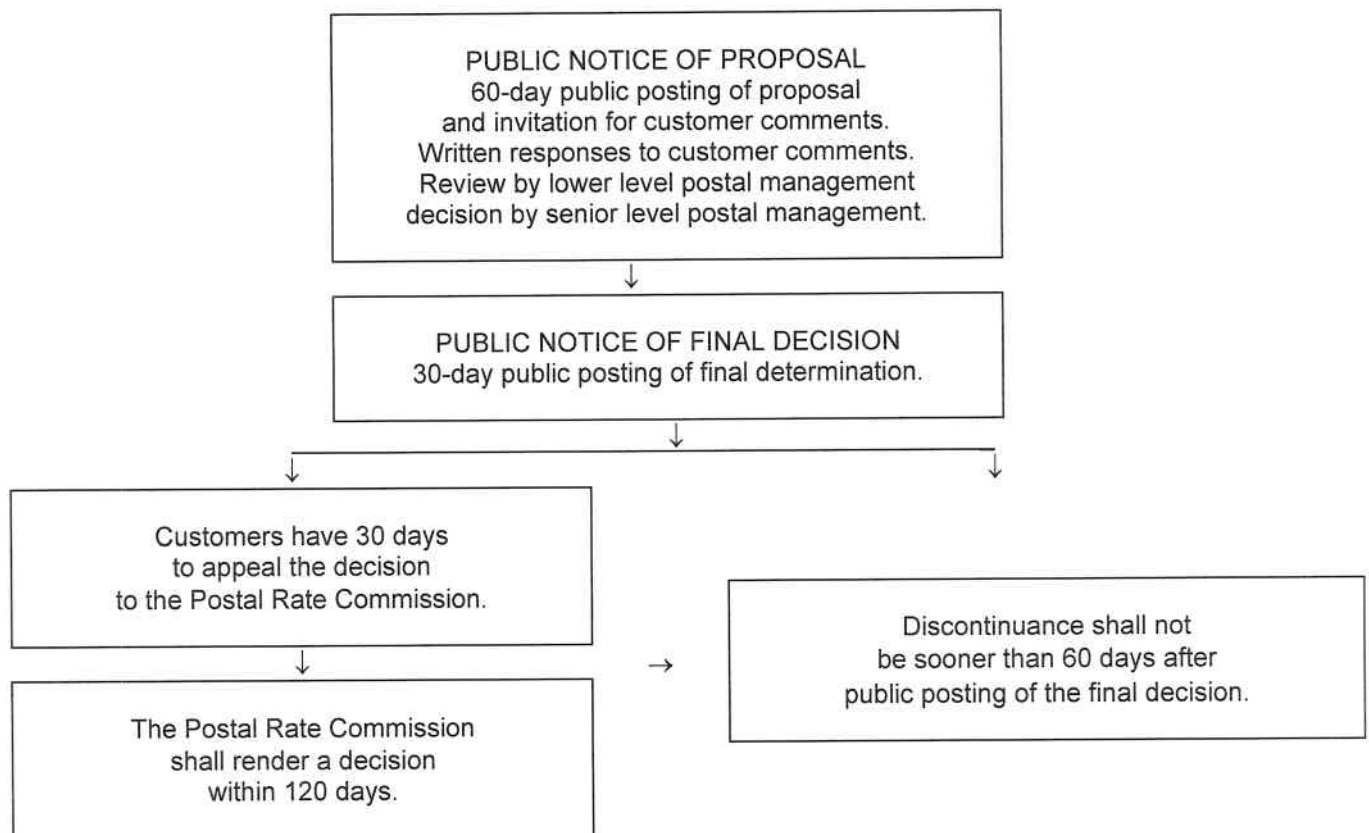


## SUMMARY OF POST OFFICE CHANGE REGULATIONS

Certain regulations based on federal law apply when postal managers propose to replace a Post Office with an alternate form of postal service. These regulations are designed to ensure that the reasons for proposing such changes in postal service are fully disclosed at a stage when customers can make helpful contributions toward a final decision. The full text of the statutory provisions appears in Title 39, *United States Code*, Section 404(b), while the implementing regulations appear in Title 39, *Code of Federal Regulations*, Part 241.3.

According to implementing regulations, an initial investigation and any subsequent formal proposal to discontinue a Post Office originate with postal field managers responsible for Post Offices in that area. The proposal must explain the services recommended as substitutes and the rationale that supports this recommendation. The written proposal is prominently posted for 60 days at affected Post Offices, along with an "Invitation for Comments," which formally invites customer comments. At the end of the 60-day comment period, additional review is made at lower and upper levels of postal management.

When a final decision is made at Postal Headquarters in Washington, DC, that decision is posted in affected Post Offices for 30 days, during which customers may appeal the decision to the Postal Rate Commission in Washington, DC. The Postal Rate Commission has 120 days to consider and decide an appeal. Even without an appeal, no Post Office may be closed sooner than 60 days after the public posting of the final decision.







### **POST OFFICE ON WHEELS SERVICES AVAILABLE FROM RURAL AND HIGHWAY CONTRACT ROUTE CARRIERS**

You can eliminate almost all trips to the Post Office, because doing business with the Postal Service is as close as your mailbox. The carrier can provide virtually all postal services to you, and most transactions do not require meeting the carrier at the mailbox. Some of the most frequently used services are:

#### **MAILING PACKAGES**

Carriers will accept packages at the mailbox without a customer being present, provided the postage is fully prepaid, and the customer is known to reside or conduct business at that collection point. The package **MUST** have a matching return address that is the same as the collection point. If postage has not been applied, estimate the amount of postage needed and leave the money in the mailbox. If insurance is desired, the value of the contents must be specified. The carrier will take the package to the Post Office, and it will be weighed to determine the appropriate rate. The package will be mailed that same day. The carrier will leave the customer's change and insurance receipt, if appropriate, in the mailbox on the next delivery day.

#### **PURCHASING STAMPS BY MAIL**

The Stamps by Mail program provides customers the opportunity to purchase stamps, envelopes, and postal cards by using Form 3227-R, *Stamp Purchase Order (Rural)*, available from the Post Office or the carrier. Commemorative stamps and stamp-collecting products are also available. The customer addresses the postage paid order form envelope, encloses payment by personal check or postal money order made payable to the United States Postal Service, and mails the form (postage-free) or leaves it in the mailbox for the carrier to pick up. Most orders are processed overnight, and some immediately.

#### **PURCHASING POSTAL MONEY ORDERS**

Customers may purchase money orders by meeting the carrier at the mailbox, completing an application, and paying the carrier (in cash) the price of the money order, plus the fee. The carrier gives the customer a receipt for the application. The money order is completed when the carrier returns to the Post Office, and a money order receipt is left in the customer's mailbox on the next delivery day. Most customers provide the carrier with a stamped, self-addressed envelope in which the completed money order is mailed to its destination. If customers prefer, the completed money orders will be returned for verification on the next delivery day.

#### **SPECIAL SERVICES**

Special services such as Certified, Registered, Express Mail, Delivery Confirmation, Signature Confirmation, and COD may be obtained from the carrier by leaving a note in the mailbox, along with the appropriate payment. The carrier will provide the services that day and leave a customer receipt in the mailbox on the next delivery day.

#### **HOLDING MAIL**

Customers who will be away for an extended time, such as a vacation, may request that their mail be held at the Post Office during their absence. Upon return, the customer asks the Post Office to resume delivery.



## Postal Service Customer Questionnaire

1. Please check the appropriate box to indicate whether you used the THAYER Post Office for each of the following:

## Postal Services

	Daily	Weekly	Monthly	Never
a. Buying Stamps	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Mailing Letters	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Mailing Parcels	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Pick up Post Office box mail	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Pick up general delivery mail	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Buying money orders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
g. Obtaining special services, including Certified Mail, Registered Mail, Insured Mail, Delivery Confirmation, or Signature Confirmation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
h. Sending Express Mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
i. Buying stamp-collecting material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## Other Postal Services

a. Entering permit mailings	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
a. Resetting/using postage meter	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO

## Nonpostal Services

a. Picking up government forms (such as tax forms)	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
b. Using for school bus stop	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
c. Assisting senior citizens, persons with disabilities, ect.	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO

If yes, please explain:

---

d. Using public bulletin board	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
e. Other	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO

If yes, please explain:

---

2. Do you pass another Post Office during business hours while traveling to or from work, or shopping, or for personal needs?

<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
------------------------------	--

If yes, please explain:

---

3. If you previously received carrier delivery, there will be no change to your delivery service — proceed to question 4. If you previously received Post Office box service or general delivery service, complete this section. How do you think carrier route delivery service compares to your previous service?

☐ Better☐ Just as Good☒ No Opinion☐ Worse

If yes, please explain:

---

---

4. For which of the following do you leave your community? (Check all that apply.) Where do you go to obtain these services?

☒ Shopping☒ Personal needs☒ Banking☒ Employment☒ Social needs

5. Do you currently use local businesses in the community?

☐ Yes ☒ No

If yes, would you continue to use them if the Post Office is discontinued?

☐ Yes ☐ No

Name:

Serry Tripp

Address:

301 5th Ave. Box 63

Telephone:

641-338-2350

Date:

2-3-11

Please add any additional comments on a separate piece of paper and attach it to this form. Thank you for taking the time to complete this questionnaire.



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03/09/2011

JERRY TRIPP

301 5TH AVE BOX 63  
THAYER, IA 50254

Dear Postal Service Customer:

Thank you for returning your questionnaire concerning the proposed discontinuance of the THAYER Post Office. Your comments, along with others received, will be included in the official record and considered carefully before further action is taken.

If it is determined that a discontinuance of the THAYER Post Office should be pursued, a formal proposal will be posted in the THAYER Post Office(s) at a later date. If you have additional questions or comments, please feel free to contact Karen Lenane at (319) 399-2902.

Sincerely,

A handwritten signature in cursive script, appearing to read "Jean Susnjar".

Jean Susnjar  
Manager, Post Office Operations  
PO Box 9998  
Cedar Rapids, Iowa, 52406-9998

## Postal Service Customer Questionnaire

1. Please check the appropriate box to indicate whether you used the THAYER Post Office for each of the following:

## Postal Services

	Daily	Weekly	Monthly	Never	
a. Buying Stamps	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	yearly
b. Mailing Letters	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
c. Mailing Parcels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d. Pick up Post Office box mail	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2
e. Pick up general delivery mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
f. Buying money orders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2
g. Obtaining special services, including Certified Mail, Registered Mail, Insured Mail, Delivery Confirmation, or Signature Confirmation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
h. Sending Express Mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2
i. Buying stamp-collecting material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

## Other Postal Services

- a. Entering permit mailings ☐ YES ☒ NO
- a. Resetting/using postage meter ☐ YES ☒ NO

## Nonpostal Services

- a. Picking up government forms (such as tax forms) ☒ YES ☐ NO
- b. Using for school bus stop ☐ YES ☒ NO
- c. Assisting senior citizens, persons with disabilities, ect. ☐ YES ☒ NO

If yes, please explain:

---

- d. Using public bulletin board ☐ YES ☒ NO

- e. Other ☐ YES ☒ NO

If yes, please explain:

---

2. Do you pass another Post Office during business hours while traveling to or from work, or shopping, or for personal needs?

☐ YES ☒ NO

If yes, please explain:

---



3. If you previously received carrier delivery, there will be no change to your delivery service — proceed to question 4. If you previously received Post Office box service or general delivery service, complete this section. How do you think carrier route delivery service compares to your previous service?

☐ Better☐ Just as Good☒ No Opinion☐ Worse

If yes, please explain:

---

---

4. For which of the following do you leave your community? (Check all that apply.) Where do you go to obtain these services?

☒ Shopping Oscoda Michigan

☒ Personal needs Oscoda Michigan

☐ Banking

☐ Employment

☐ Social needs

5. Do you currently use local businesses in the community?

☐ Yes ☐ No

There are no businesses

If yes, would you continue to use them if the Post Office is discontinued?

☐ Yes ☐ No

Name:

Deanna Walchen

Address:

305 3rd Ave

Telephone:

Date:

2-9-11

Please add any additional comments on a separate piece of paper and attach it to this form. Thank you for taking the time to complete this questionnaire.



03/09/2011

DEANA WELCHER

305 3RD AVE  
THAYER, IA 50254

Dear Postal Service Customer:

Thank you for returning your questionnaire concerning the proposed discontinuance of the THAYER Post Office. Your comments, along with others received, will be included in the official record and considered carefully before further action is taken.

If it is determined that a discontinuance of the THAYER Post Office should be pursued, a formal proposal will be posted in the THAYER Post Office(s) at a later date. If you have additional questions or comments, please feel free to contact Karen Lenane at (319) 399-2902.

Sincerely,

A handwritten signature in cursive script that reads "Jean Susnjar".

Jean Susnjar  
Manager, Post Office Operations  
PO Box 9998  
Cedar Rapids, Iowa, 52406-9998

### Postal Service Customer Questionnaire

1. Please check the appropriate box to indicate whether you used the THAYER Post Office for each of the following:

#### Postal Services

	Daily	Weekly	Monthly	Never
a. Buying Stamps	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Mailing Letters	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Mailing Parcels	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d. Pick up Post Office box mail	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Pick up general delivery mail	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Buying money orders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
g. Obtaining special services, including Certified Mail, Registered Mail, Insured Mail, Delivery Confirmation, or Signature Confirmation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
h. Sending Express Mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
i. Buying stamp-collecting material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

#### Other Postal Services

- a. Entering permit mailings ☒ YES ☐ NO
- a. Resetting/using postage meter ☐ YES ☒ NO

#### Nonpostal Services

- a. Picking up government forms (such as tax forms) ☐ YES ☒ NO
- b. Using for school bus stop ☐ YES ☒ NO
- c. Assisting senior citizens, persons with disabilities, ect. ☐ YES ☒ NO

If yes, please explain:

- d. Using public bulletin board ☒ YES ☐ NO
- e. Other ☐ YES ☒ NO

If yes, please explain:

*For Town Council meeting papers*

2. Do you pass another Post Office during business hours while traveling to or from work, or shopping, or for personal needs?

☐ YES ☒ NO

If yes, please explain:

- If you previously received carrier delivery, there will be no change to your delivery service — proceed to question 4. If you previously received Post Office box service or general delivery service, complete this section. How do you think carrier route delivery service compares to your previous service?

☐ Better☐ Just as Good☒ No Opinion☐ Worse

If yes, please explain:

---

---

4. For which of the following do you leave your community? (Check all that apply.) Where do you go to obtain these services?



Shopping

Creston or Osceola



Personal needs

11

11



Banking

11

11



Employment



Social needs

11

11

5. Do you currently use local businesses in the community?



Yes



No

If yes, would you continue to use them if the Post Office is discontinued?



Yes



No

Name:

Naomi L. Welch

Address:

407 2nd Ave Box 56 Thayer, Iowa 50254-0056

Telephone:

641-338-2499

Date:

2-09-11

Please add any additional comments on a separate piece of paper and attach it to this form. Thank you for taking the time to complete this questionnaire.





Docket: 1384502-50254

Item Nbr. 22

Page Nbr. 9

03/09/2011

NAOMI L WELCHER

407 2ND AVE BOX 56  
THAYER, IA 50254

Dear Postal Service Customer:

Thank you for returning your questionnaire concerning the proposed discontinuance of the THAYER Post Office. Your comments, along with others received, will be included in the official record and considered carefully before further action is taken.

If it is determined that a discontinuance of the THAYER Post Office should be pursued, a formal proposal will be posted in the THAYER Post Office(s) at a later date. If you have additional questions or comments, please feel free to contact Karen Lenane at (319) 399-2902.

Sincerely,

A handwritten signature in cursive script, appearing to read "Jean Susnjar".

Jean Susnjar  
Manager, Post Office Operations  
PO Box 9998  
Cedar Rapids, Iowa, 52406-9998

## Postal Service Customer Questionnaire

1. Please check the appropriate box to indicate whether you used the THAYER Post Office for each of the following:

**Postal Services**

	Daily	Weekly	Monthly	Never
a. Buying Stamps	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Mailing Letters	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Mailing Parcels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d. Pick up Post Office box mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
e. Pick up general delivery mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
f. Buying money orders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
g. Obtaining special services, including Certified Mail, Registered Mail, Insured Mail, Delivery Confirmation, or Signature Confirmation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
h. Sending Express Mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
i. Buying stamp-collecting material	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Other Postal Services**

- a. Entering permit mailings ☐ YES ☒ NO
- a. Resetting/using postage meter ☐ YES ☒ NO

**Nonpostal Services**

- a. Picking up government forms (such as tax forms) ☐ YES ☒ NO
- b. Using for school bus stop ☐ YES ☒ NO
- c. Assisting senior citizens, persons with disabilities, ect. ☐ YES ☒ NO

If yes, please explain:

- d. Using public bulletin board ☒ YES ☐ NO
- e. Other ☐ YES ☒ NO

If yes, please explain:

2. Do you pass another Post Office during business hours while traveling to or from work, or shopping, or for personal needs?

☐ YES ☒ NO

If yes, please explain:

3. If you previously received carrier delivery, there will be no change to your delivery service — proceed to question 4. If you previously received Post Office box service or general delivery service, complete this section. How do you think carrier route delivery service compares to your previous service?

☐ Better

☐ Just as Good

☐ No Opinion

☐ Worse

If yes, please explain:

4. For which of the following do you leave your community? (Check all that apply.) Where do you go to obtain these services?



Shopping



Personal needs



Banking



Employment



Social needs

5. Do you currently use local businesses in the community?

☐ Yes ☒ No

If yes, would you continue to use them if the Post Office is discontinued?

☐ Yes ☐ No

Name: Maryl WITT

Address: 306 3rd Ave. Thayer Iowa

Telephone: 344 1-~~344~~-2671

Date: 1-29-11

Please add any additional comments on a separate piece of paper and attach it to this form. Thank you for taking the time to complete this questionnaire.



---

03/09/2011

MEREL WITT

306 3RD AVE  
THAYER, IA 50254

Dear Postal Service Customer:

Thank you for returning your questionnaire concerning the proposed discontinuance of the THAYER Post Office. Your comments, along with others received, will be included in the official record and considered carefully before further action is taken.

If it is determined that a discontinuance of the THAYER Post Office should be pursued, a formal proposal will be posted in the THAYER Post Office(s) at a later date. If you have additional questions or comments, please feel free to contact Karen Lenane at (319) 399-2902.

Sincerely,

A handwritten signature in cursive script, appearing to read "Jean Susnjar".

Jean Susnjar  
Manager, Post Office Operations  
PO Box 9998  
Cedar Rapids, Iowa, 52406-9998



## Postal Service Customer Questionnaire

1. Please check the appropriate box to indicate whether you used the THAYER Post Office for each of the following:

## Postal Services

	Daily	Weekly	Monthly	Never
a. Buying Stamps	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Mailing Letters	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Mailing Parcels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d. Pick up Post Office box mail	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Pick up general delivery mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
f. Buying money orders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
g. Obtaining special services, including Certified Mail, Registered Mail, Insured Mail, Delivery Confirmation, or Signature Confirmation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
h. Sending Express Mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
i. Buying stamp-collecting material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## Other Postal Services

a. Entering permit mailings	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
a. Resetting/using postage meter	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO

## Nonpostal Services

a. Picking up government forms (such as tax forms)	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
b. Using for school bus stop	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
c. Assisting senior citizens, persons with disabilities, ect.	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO

If yes, please explain:

---

d. Using public bulletin board	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
e. Other	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO

If yes, please explain:

---

2. Do you pass another Post Office during business hours while traveling to or from work, or shopping, or for personal needs?

<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
------------------------------	--

If yes, please explain:

---

- If you previously received carrier delivery, there will be no change to your delivery service — proceed to question 4. If you previously received Post Office box service or general delivery service, complete this section. How do you think carrier route delivery service compares to your previous service?

☐ Better☐ Just as Good☐ No Opinion☐ Worse

If yes, please explain:

---

---

4. For which of the following do you leave your community? (Check all that apply.) Where do you go to obtain these services?

☒ Shopping Creston

☒ Personal needs Creston

☒ Banking Afton

☐ Employment

☒ Social needs Murray

5. Do you currently use local businesses in the community?

☐ Yes ☒ No

If yes, would you continue to use them if the Post Office is discontinued?

☐ Yes ☐ No

Name: John Dobbberthein

Address: PO Box 1, Thayer, IA 50254

Telephone: 641-338-2308

Date: 2/11/11

Please add any additional comments on a separate piece of paper and attach it to this form. Thank you for taking the time to complete this questionnaire.



---

03/09/2011

JOHN DOBERTHEIN

PO BOX 1  
THAYER, IA 50254

Dear Postal Service Customer:

Thank you for returning your questionnaire concerning the proposed discontinuance of the THAYER Post Office. Your comments, along with others received, will be included in the official record and considered carefully before further action is taken.

If it is determined that a discontinuance of the THAYER Post Office should be pursued, a formal proposal will be posted in the THAYER Post Office(s) at a later date. If you have additional questions or comments, please feel free to contact Karen Lenane at (319) 399-2902.

Sincerely,

A handwritten signature in cursive script, appearing to read "Jean Susnjar".

Jean Susnjar  
Manager, Post Office Operations  
PO Box 9998  
Cedar Rapids, Iowa, 52406-9998

Postal Service Customer Questionnaire Analysis

Questionnaires were distributed to all delivery customers of the THAYER Post Office on 01/27/2011. Additionally, during the survey period, questionnaires were available at the THAYER Post Office to walk-in retail customers.

1.	<b>Number of Questionnaires</b>	
	Total questionnaires distributed	20
	Favorable to proposal	0
	Unfavorable to proposal	0
	Expressing no opinion	5
	Total questionnaires received	5

Postal Concerns

The following postal concerns were expressed

1. Concern (No Opinion):  
No Concern  
Response:

Nonpostal Concerns

The following nonpostal concerns were expressed





## Community Meeting Roster

Postal Service Representatives (Names and Titles):

Date: 2/9/2011

Sara Lindauer - Post Office Review Investigator

Jean Susjnar – Post Office Operations Manager

Time: 6:00 pm

Jennifer Mitchell – Officer in Charge of Thayer Post Office

Richard Madison – Postmaster of Afton Post Office

Total Number of Customers Present: 7 Place: Thayer City Hall

This document may become a part of the official record that will be available for public viewing.

**Names of Customers Present:**

[illegible]

## Postal Service Customer Community Meeting Analysis

(categorize customer concerns as postal or nonpostal and provide the Postal Service response for each.)

### Postal Concerns

1. Concern (No Opinion):  
Customers were concerned about the location of the boxes.  
Response:  
The Postal Service will try to accommodate mailbox location that is in close proximity to the residence. We cannot guarantee that the box will be located in front of the residence however, will be within the area. Customers will be informed within 30 days of the discontinuance.
2. Concern (No Opinion):  
Customers wanted to know when the discontinuance will occur.  
Response:  
If the discontinuance is approved, we estimate that the discontinuance will happen in 6-9 months.
3. Concern (No Opinion):  
Customers were wondering what size of box to install.  
Response:  
Customers may wish to purchase a large mailbox that will accommodate packages that they receive. Mail carriers enjoy the shorter but wider mailboxes due to the ease of opening and the ability to accommodate wide items.
4. Concern (No Opinion):  
Customers were concerned as to how they will obtain special service items that need a signature  
Response:  
The carrier will attempt delivery of accountable items and large parcels to the customer's residence. If the customer is not home when delivery is attempted, a notice will be left in the mailbox. Large parcels will be left outside the mailbox or at a location designated by the customer (if authorized by the customer), or a notice will be left in the mailbox. Attempted delivery items will be taken back to the Afton Post Office. Customer may pick up the item at the post Office, request redelivery on another day, or authorize delivery to another party.

### Nonpostal Concerns



## Memo to the record

3/11/2011

Re: Community Meeting Letter

The questionnaire letter and the community meeting letter were combined into one letter as seen in item 21. No need to have another community meeting letter.

A handwritten signature in cursive script that reads "Sara Lindauer".

Sara Lindauer  
Post Office Review Investigator



## Memo to the record

3/11/2011

Re: Petition and Postal Reponse

The there were no petitions submitted to date for the Thayer Post Office.

A handwritten signature in cursive script that reads "Sara Lindauer".

Sara Lindauer  
Post Office Review Investigator





## Memo to the record

3/11/2011

Re: Congressional Inquiries

No congressional inquiries were received in regards to the study to discontinue the Thayer Post Office to date.

A handwritten signature in cursive script, appearing to read "Sara Lindauer".

Sara Lindauer  
Post Office Review Investigator

Proposal Checklist

Section I

Responsiveness to Community Postal Needs

✓  
✓  
NA  
✓  
✓  
✓  
NA  
✓  
✓  
NA  
✓  
✓  
NA  
✓  
✓  
NA  
✓  
✓  
NA  
✓  
✓

Tell what we are doing and why.  
Is reason for discontinuance justified and documented in the record?  
If suspended, what type of alternate service customers are now receiving?  
Reason for vacancy and information on postmaster/OIC  
Number of customers and type of service they received and will receive.  
Hours of service, daily window transaction average, number of permit mailers, and postage meter users.  
Last three fiscal years of revenue and revenue units.  
Decline in service workload/reduction in EAS level, if appropriate.  
Nearest Post Office, office level, miles away, hours of service, number of Post Office boxes available.  
Administrative/emanating office — office level, miles away, hours of service, number of Post Office boxes available.  
If the nearby/administrative Post Office has a different Post Office box fee schedule, this is stated in the proposal.  
Preproposal activities — questionnaires: number of favorable, unfavorable and no opinion responses must equal the total number of questionnaires returned. List customer concerns and Postal Service responses.  
Community meeting. Number of customers who attended, customer concerns, and Postal Service responses.  
Information on petitions and congressional inquiries included with Postal Service responses.  
Revised proposal states dates and locations the proposal was posted for 60 days. Number of comments received, customer concerns and Postal Service responses.  
Advantages and disadvantages of proposed alternate service.  
Any other pertinent information concerning Postal Service needs.

Section II

Effect on the Community

✓  
✓  
no  
no  
✓  
✓  
no  
no  
✓  
✓  
✓  
✓  
no

Brief background of area, community government, population, etc.  
Number of businesses, religious institutions, schools, local government offices, social organizations, etc.  
Was Post Office used as meeting place?  
Was Post Office a shelter for a bus stop?  
Did the Post Office have a public bulletin board?  
Were government forms available at the Post Office?  
Did the Post Office provide assistance to senior citizens, persons with disabilities, etc.?  
What is the historical value of the office?  
Is an address change necessary?  
Will the community identity be preserved?  
What are the growth trends (flat, up, down)?  
Were any other nonpostal items identified?

Section III

Effect on Employees

✓

Paragraph explaining about postmaster vacancy/OIC/other career and noncareer employees of the office. If a postmaster or other employees are reassigned this must be explained and tell whether the reassignments are voluntary.

## Section IV

## Economic Savings

A statement of annual savings includes a breakdown as follows:

Postmaster salary (EAS-53, Minimum, no COLA)

\$ 15350

Fringe benefits 33.5%

\$ 5142

Rental costs, excluding utilities

\$ 8400

Total annual costs

\$ 22892

Less estimated cost of replacement service

- 1333

Total annual savings

\$ 21559

A one-time expense of \$ 0 will be/was incurred for installation of CBUs and parcel lockers.

Is postmaster salary based on the minimum salary without COLA?

Does postmaster salary reflect the current office evaluation?

## Section V

## Other Factors

The Postal Service has identified no other factors for consideration (if appropriate).

List other factors as appropriate.

Other factors when replacement service is a CPO.

## Section VI

## Summary

The proposal must include a brief summary that explains why the closing or consolidation is necessary and an assessment of how those factors supporting the need for change outweigh any negative factors. In taking competing considerations into account, the need to provide a maximum degree of effective and regular service must be paramount.

## Section VII

## Notices

Appropriate notice is made that this is a proposal and not a final determination. If a final determination is made to discontinue the office, information on the appeal process will be provided at that time.

Checklist Completed By:

Investigative Coordinator

3/3/2011  
Date

Reviewed and Certified By:

District PO Review Coordinator

3-3-2011  
Date



Docket: 1384502-50254  
Item Nbr. 30  
Page Nbr. 1

03/03/2011

SENIOR VICE PRESIDENT  
GOVERNMENT RELATIONS AND PUBLIC POLICY  
475 L'ENFANT PLAZA SW RM 10804  
WASHINGTON DC 20260-3500

SUBJECT: Posting of the Proposal to Close  
the THAYER Post Office  
Docket No. 1384502

This is to advise you that on 03/15/2011, I will post for public comment a proposal to close the THAYER Post Office in Union, Congressional District No. IA 05.

If you have any questions, please call KAREN LENANE District Review Coordinator at (319) 399-2902.

GAIL DUBA  
District Manager  
HAWKEYE PFC District

cc: Manager, Customer Service Operations  
Area Manager, Public Affairs and Communications

Enclosures: PS Form 4920  
Proposal



Docket: 1384502-50254  
Item Nbr. 31  
Page Nbr. 1

03/07/2011

OFFICER-IN-CHARGE/POSTMASTER

SUBJECT: Letter of Instructions Regarding Posting of  
THAYER Proposal  
Docket No. 1384502

Please post the enclosed proposal to close the THAYER PO in the lobby. The proposal must be posted in a prominent place from 03/15/2011 through close of business on 05/16/2011. The posting must last at least 60 days and the first day does not count.

Round-date stamp the cover of the proposal on the date of posting and on the date of removal. Also, post the "Invitation for Comments" next to the proposal and round-date stamp it in the same manner.

Additional copies of the proposal and comment forms are enclosed. Provide them to customers upon request.

Also enclosed is the official record on which this proposal is based. Customers may read it; however, they may not remove it from your office. When a customer requests a copy of the record, provide it upon payment of any fees prescribed in Administrative Support Manual, Section 352.6. If you do not have photocopy equipment, take the customer's name, address, and telephone number and contact the district for a copy of the record.

At the expiration of the posting period, further instructions will be provided. If there are any questions, please contact me at (319) 399-2902.

KAREN LENANE  
Post Office Review Coordinator  
HAWKEYE PFC District

Enclosures: PS Form 4920  
Proposal  
Invitation for Comments  
Comment Forms  
Official Record



Date of Posting: 03/15/2011

Date of Removal: 05/16/2011

## UNITED STATES POSTAL SERVICE

### Invitation for Comments on the Proposal to CLOSE

#### the THAYER Post Office

#### and Establish Rural Route Service Service

To the customers of the THAYER Post Office:

The Postal Service is considering the close of the THAYER Post Office for reasons stated in the accompanying proposal.

During the 60-day posting period from 03/15/2011 through 05/16/2011 you are invited to provide written comments. Comments will be most helpful if they offer specific opinions and information favorable or unfavorable regarding the potential effect of the proposed change on postal services and on the community. Your comments will be carefully considered and will be incorporated into the official record, which will be made public if the proposal is finalized.

Copies of the proposal and optional comment forms are available upon request at the THAYER PO. If you choose to use the optional comment form and need additional space, please attach additional sheets of paper.

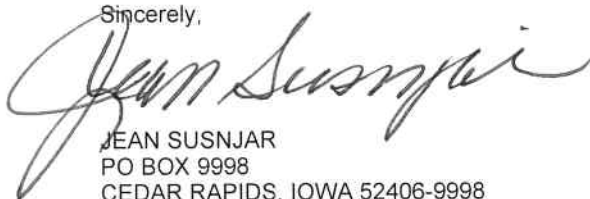
Please return the comment form to:

KAREN LENANE  
PO BOX 9998  
CEDAR RAPIDS, IOWA 52406-9998

For more information, you may call KAREN LENANE at (319) 399-2902 or write to the above address.

Thank you for your assistance.

Sincerely,



JEAN SUSNJAR  
PO BOX 9998  
CEDAR RAPIDS, IOWA 52406-9998

Docket: 1384502-50254

Item Nbr. 33

Page Nbr. 1

Date of Posting: 03/15/2011

Posting Round Date:

Date of Removal: 05/16/2011

Removal Round Date:

PROPOSAL TO CLOSE  
THE THAYER, IA POST OFFICE  
AND ESTABLISH  
SERVICE BY RURAL ROUTE SERVICE

DOCKET NUMBER 1384502 - 50254

## I. RESPONSIVENESS TO COMMUNITY POSTAL NEEDS

The Postal Service is proposing to close the Thayer, IA Post Office and provide delivery and retail services by Rural Route Service under the administrative responsibility of the Afton Post Office, located nine miles away.

The postmaster position became vacant when the postmaster retired on August 03, 1993. An employee from a neighboring office may be installed as the temporary officer-in-charge (OIC). Postmaster level and office service hours are determined by a workload analysis which includes the number of deliveries and revenue.

The Thayer Post Office, an EAS-53 level, provided service from 09:00 - 13:30 Monday - Friday 10:00 - 11:30 Saturday and lobby hours of 9:00 - 13:30 on Monday - Friday and 10:00 - 11:30 on Saturday to 16 Post Office box customers and no delivery customers. Retail services included the sale of stamps, stamped paper, and money orders; special services such as Registered Mail, Certified Mail, Insured Mail, COD Mail, and Express Mail services; and the acceptance and dispatch of all classes of mail.

The retail window averaged two transaction(s) accounting for two minute(s) of retail workload daily. With minimal workload, the Postal Service feels that effective and regular service will be provided by rural route service. Office receipts for the last 3 years were: \$5,973 ( 16 revenue units) in FY 2008; \$5,203 ( 14 revenue units) in FY 2009; and \$4,810 ( 13 revenue units) in FY 2010. There were no permit mailer(s) or postage meter customer(s).

On February 09, 2011, representatives from the Postal Service were available at the Thayer City Hall to answer questions and provide information to customers. 7 customer(s) attended the meeting.

On January 27, 2011, 20 questionnaires were distributed to delivery customers of the Thayer Post Office. Questionnaires were also available over the counter for retail customers at the Thayer Post Office. 5 questionnaires were returned. 0 responses were favorable, 0 unfavorable, and 5 expressed no opinion regarding the proposed alternate service.

If this proposal is implemented, delivery and retail services will be provided by the Afton Post Office, an EAS-16 level office. Window service hours at the Afton Post Office are from 08:30 16:30, Monday through Friday, and 08:30 09:30 on Saturday. There are 104 post office boxes available.

Retail service is also available at the Murray Post Office an EAS-13 level office, located seven miles away. Window service hours at Murray Post Office are from 08:30 15:45, Monday through Friday and 08:30 10:00 on Saturday. There are 148 post office boxes available for rent.

The following concerns were expressed on the returned questionnaires, at the community meeting, from customer letters, on the petition, and from the congressional inquiry:

1. **Concern:** Customers wanted to know when the discontinuance will occur.

**Response:** If the discontinuance is approved, we estimate that the discontinuance will happen in 6-9 months.
2. **Concern:** Customers were concerned about the location of the boxes.

**Response:** The Postal Service will try to accomodate mailbox location that is in close proximity to the residence. We cannot guarantee that the box will be located in front of the residence however, will be within the area. Customers will be informed within 30 days of the discontinuance.
3. **Concern:** Customers were concerned as to how they will obtain special service items that need a signature

**Response:** The carrier will attempt delivery of accountable items and large parcels to the customer's residence. If the customer is not home when delivery is attempted, a notice will be left in the mailbox. Large parces will be left outside the mailbox or at a location designated by the customer (if authorized by the customer), or a notice will be left in the mailbox. Attempted delivery items will be taken back to the Afton Post Office. Customer may pick up the item at the post Office, request redelivery on another day, or authorize delivery to another party.
4. **Concern:** Customers were wondering what size of box to install.

**Response:** Customers may wish to purchase a large mailbox that will accomodate packages that they receive. Mail carriers enjoy the shorter but wider mailboxes due to the ease of opening and the ability to accomodate wide items.

**Some advantages of the proposal are:**

1. The carrier provides retail services, alleviating the need to go to the Post Office. Stamps by Mail order forms are provided for customer convenience.
2. Customers opting for carrier service will have 24-hour access to their mail.
3. Savings for the Postal Service contribute in the long run to stable postage rates and savings for customers.
4. CBUs can offer the security of individually locked mail compartments. Parcel lockers provide convenient parcel delivery for customers.
5. Customers opting for carrier service will not have to pay Post Office box fees.
6. Saves time and energy for customers who drive to the Post Office to pick up mail.

**Some disadvantages of the proposal are:**

1. The loss of a retail outlet and a postmaster position in the community. Retail services are provided by the carrier
2. Meeting the carrier at the box to transact business. However, it is not necessary to be present to conduct most Postal Service transactions.
3. A change in mailing address. The community name and the ZIP Code will continue to be used in the new address. However, a carrier route address will be assigned.

Taking all available information into consideration, the Postal Service concludes this proposal will provide a maximum degree of effective and regular postal services to the community.

## **II. EFFECT ON COMMUNITY**

Thayer is an incorporated community located in Union County. The community is administered politically by Mayor and Council. Police protection is provided by the Union County Sheriff. Fire protection is provided by the Murray and Lorimar Fire Departments. The community is comprised of retired people, farmers/ranchers, and those who commute to work at nearby communities and work in local businesses.

Businesses and organizations include: Pleasant Valley Christian Church, , Thunder Valley Hot Rod Shop, Schildberg Construction Inc. . Residents may travel to nearby communities for other supplies and services.

Nonpostal services provided at the Thayer Post Office will be available at the Afton Post Office. Government forms normally provided by the Post Office will also be available at the Afton Post Office or by contacting your local government agency.

The following nonpostal concerns were expressed on the returned questionnaires, at the community meeting, on the petition, and on the congressional inquiry:

None

Based on information the Postal Service obtained, it was determined that there has been minimal growth in the area in recent years. Carrier service is expected to be able to handle any future growth in the community.

Based on the information obtained in the course of this discontinuance study, the Postal Service concludes this proposal will not adversely affect the community.

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PAGE 4

### III. EFFECT ON EMPLOYEES

The postmaster retired on August 03, 1993. The noncareer postmaster relief (PMR) may be separated from the Postal Service. No other Postal Service employee will be adversely affected. .

### IV. ECONOMIC SAVINGS

The Postal Service estimates an annual savings of \$ 21,559 with a breakdown as follows:

Postmaster Salary (EAS-53, No COLA)	\$ 15,350
Fringe Benefits @ 33.5%	\$ 5,142
Rental Costs, Excluding Utilities	<u>+ \$ 2,400</u>
Total Annual Costs	\$ 22,892
Less Annual Cost of Replacement Service	<u>- \$ 1,333</u>
Total Annual Savings	<u>\$ 21,559</u>

### V. OTHER FACTORS

The Postal Service has identified no other factors for consideration.

### VI. SUMMARY

The Postal Service is proposing to close the Thayer, IA Post Office and provide delivery and retail services by Rural Route Service under the administrative responsibility of the Afton Post Office, located nine miles away.

The postmaster retired on August 03, 1993. If the office has a noncareer PMR, they may be separated from the Postal Service. No other employee(s) will be adversely affected. Post office workload has declined. Effective and regular service will continue to be provided by rural route service.

The Thayer Post Office provided delivery service to no customers and 16 PO Box customers. The daily retail window transactions averaged two. There are no permit mailers or postage meter customers.

There will no longer be a retail outlet in the community. However, delivery and retail services will be available from the carrier, alleviating the need to travel to a Post Office for service. The Postal Service will save an estimated \$21,559 annually. A disadvantage to some may be in meeting the carrier to transact business. However, it is not necessary to be present to conduct most Postal Service transactions.

Taking all available information into consideration, the Postal Service has determined that the advantages outweigh the disadvantages and this proposal is warranted.

### VII. NOTICES

- A. Support Materials. Copies of all materials upon which this proposal is based are available for public inspection at the Thayer Post Office during normal office hours.
- B. This is a proposal. It is not a final determination to close this Post Office. If a final determination is made to close this Post Office, after public comments on this proposal are received and taken into account, a notice of that final determination will be posted in this office.

The final determination will contain instructions on how affected customers may appeal that decision to the Postal Regulatory Commission. Any such appeal must be received by the commission within 30 days of the posting of the final determination.

JEAN SUSNJAR  
JEAN SUSNJAR  
Manager, Post Office Operations

03/15/2011  
Date



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### Optional Comment Form

Following are comments I wish to make concerning the proposed discontinuance of the THAYER Post Office.

1. **Effect on Your Postal Services.** Describe any favorable or unfavorable effects you believe the proposal would have on the regularity or effectiveness of your postal services.
  
  
  
  
  
  
  
  
  
  
2. **Effect on Your Community.** Please describe any favorable or unfavorable effects that you believe the proposal would have on your community.
  
  
  
  
  
  
  
  
  
  
3. **Other Comments.** Please provide any other views or information that you believe the Postal Service should consider in deciding whether to adopt the proposal.

---

Name of Postal Customer

---

Signature of Postal Customer

---

Mailing Address

---

City, State, and ZIP Code

---

Date



05/11/2011

OFFICER-IN-CHARGE/POSTMASTER

SUBJECT: Instructions for Posting the "Notice of Taking Proposal and Comments Under Internal Consideration"

At the close of business on 05/16/2011 take down the "Proposal" and the "Invitation for Comments" from the lobby. Round-date stamp them upon removal and verify that the mandatory 60-day posting period was observed. The proposal and invitation for comments must be posted for at least 60 days, and the first day does not count.

On the same day, prominently post in the lobby the enclosed "Notice of Taking Proposal and Comments Under Internal Consideration." The notice should remain posted until you receive further notice from this office.

Please return the posted "Proposal," "Invitation for Comments," the official record, and any related discontinuance materials to this office.

Thank you for your assistance.

Sincerely,

A handwritten signature in black ink, appearing to read "K. Lenane", written over a horizontal line.

KAREN LENANE

Post Office Review Coordinator

PO BOX 9998

CEDAR RAPIDS, IOWA 52406-9998

Thay

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Page Nbr. 2



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5/11/2011

OFFICER-IN-CHARGE/POSTMASTER

SUBJECT: Instructions for Posting the "Notice of Taking Proposal and Comments Under Internal Consideration"

At the close of business on 05/23/2011 take down the "Proposal" and the "Invitation for Comments" from the lobby. Round-date stamp them upon removal and verify that the mandatory 60-day posting period was observed. The proposal and invitation for comments must be posted for at least 60 days, and the first day does not count.

On the same day, prominently post in the lobby the enclosed "Notice of Taking Proposal and Comments Under Internal Consideration." The notice should remain posted until you receive further notice from this office.

Please return the posted "Proposal," "Invitation for Comments," the official record, and any related discontinuance materials to this office.

Thank you for your assistance

Sincerely,

A handwritten signature in black ink, appearing to read "K. Lenane", written over a horizontal line.

KAREN LENANE  
Post Office Review Coordinator  
PO BOX 9998  
CEDAR RAPIDS, IOWA 52406-9998

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Date of Posting: 03/15/2011

Posting Round Date:



Date of Removal: 05/16/2011

Removal Round Date:



PROPOSAL TO CLOSE  
THE THAYER, IA POST OFFICE  
AND ESTABLISH  
SERVICE BY RURAL ROUTE SERVICE

DOCKET NUMBER 1384502 - 50254

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2

Date of Posting: 03/15/2011

Posting Round Date:

Date of Removal: 05/16/2011

Removal Round Date:

PROPOSAL TO CLOSE  
THE THAYER, IA POST OFFICE  
AND ESTABLISH  
SERVICE BY RURAL ROUTE SERVICE

DOCKET NUMBER 1384502 - 50254





DOCKET NO.

ITEM NO.

PAGE

Date of Posting: 03/15/2011

Date of Removal: 05/16/2011



## UNITED STATES POSTAL SERVICE

Invitation for Comments on the Proposal to CLOSE

the THAYER Post Office

and Establish Rural Route Service

To the customers of the THAYER Post Office.



The Postal Service is considering the close of the THAYER Post Office for reasons stated in the accompanying proposal.

During the 60-day posting period from 03/15/2011 through 05/16/2011 you are invited to provide written comments. Comments will be most helpful if they offer specific opinions and information favorable or unfavorable regarding the potential effect of the proposed change on postal services and on the community. Your comments will be carefully considered and will be incorporated into the official record, which will be made public if the proposal is finalized.

Copies of the proposal and optional comment forms are available upon request at the THAYER PO. If you choose to use the optional comment form and need additional space, please attach additional sheets of paper.

Please return the comment form to:

KAREN LENANE  
PO BOX 9998  
CEDAR RAPIDS, IOWA 52406-9998

For more information, you may call KAREN LENANE at (319) 399-2902 or write to the above address.

Thank you for your assistance.

Sincerely,

JEAN SUSNJAR  
PO BOX 9998  
CEDAR RAPIDS, IOWA 52406-9998

Date of Posting: 03/15/2011

Date of Removal: 05/16/2011

CKET NO.

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36  
4**UNITED STATES POSTAL SERVICE****Invitation for Comments on the Proposal to CLOSE****the THAYER Post Office****and Establish Rural Route Service Service**

To the customers of the THAYER Post Office:

The Postal Service is considering the close of the THAYER Post Office for reasons stated in the accompanying proposal.

During the 60-day posting period from 03/15/2011 through 05/16/2011 you are invited to provide written comments. Comments will be most helpful if they offer specific opinions and information favorable or unfavorable regarding the potential effect of the proposed change on postal services and on the community. Your comments will be carefully considered and will be incorporated into the official record, which will be made public if the proposal is finalized.

Copies of the proposal and optional comment forms are available upon request at the THAYER PO. If you choose to use the optional comment form and need additional space, please attach additional sheets of paper.

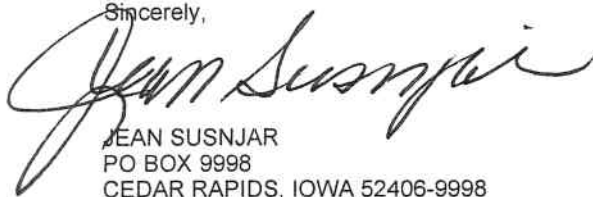
Please return the comment form to:

KAREN LENANE  
PO BOX 9998  
CEDAR RAPIDS, IOWA 52406-9998

For more information, you may call KAREN LENANE at (319) 399-2902 or write to the above address.

Thank you for your assistance.

Sincerely,



JEAN SUSNJAR  
PO BOX 9998  
CEDAR RAPIDS, IOWA 52406-9998



Date of Posting: 03/15/2011

Date of Removal: 05/16/2011

Docket: 1384502-50254

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## UNITED STATES POSTAL SERVICE

Invitation for Comments on the Proposal to CLOSE

the THAYER Post Office

and Establish Rural Route Service Service

To the customers of the THAYER Post Office:

The Postal Service is considering the close of the THAYER Post Office for reasons stated in the accompanying proposal.

During the 60-day posting period from 03/15/2011 through 05/16/2011 you are invited to provide written comments. Comments will be most helpful if they offer specific opinions and information favorable or unfavorable regarding the potential effect of the proposed change on postal services and on the community. Your comments will be carefully considered and will be incorporated into the official record, which will be made public if the proposal is finalized.

Copies of the proposal and optional comment forms are available upon request at the THAYER PO. If you choose to use the optional comment form and need additional space, please attach additional sheets of paper.

Please return the comment form to:

KAREN LENANE  
PO BOX 9998  
CEDAR RAPIDS, IOWA 52406-9998

For more information, you may call KAREN LENANE at (319) 399-2902 or write to the above address.

Thank you for your assistance.

Sincerely,

  
JEAN SUSNJAR  
PO BOX 9998  
CEDAR RAPIDS, IOWA 52406-9998





Docket: 1384502-50254

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**NOTICE OF TAKING PROPOSAL AND COMMENTS  
UNDER INTERNAL CONSIDERATION**

Date 05/11/2011

Postal Customers of the Thayer Post Office: The Postal Service appreciates receiving the views of those of you who submitted comments on the proposal to consolidate the Thayer Post Office, which was posted 03/23/2011 through 05/23/2011. These comments will be considered carefully as the matter is reviewed further in my office and at higher levels within the Postal Service.

When a final decision is made by the Postal Service, that decision will be posted in place of this notice. If the decision is to approve the proposal, any customer of the Thayer Post Office who disagrees will have the right to appeal that decision to the Postal Rate Commission in Washington, DC.

Sincerely,



JEAN SUSNJAR  
PO BOX 9998  
CEDAR RAPIDS, IOWA 52406-9998

Docket: 1384502-50254

Item Nbr. 37

Page Nbr. 2

**NOTICE OF TAKING PROPOSAL AND COMMENTS  
UNDER INTERNAL CONSIDERATION**

Date 05/11/2011

Postal Customers of the Thayer Post Office: The Postal Service appreciates receiving the views of those of you who submitted comments on the proposal to consolidate the Thayer Post Office, which was posted 03/15/2011 through 05/16/2011. These comments will be considered carefully as the matter is reviewed further in my office and at higher levels within the Postal Service.

When a final decision is made by the Postal Service, that decision will be posted in place of this notice. If the decision is to approve the proposal, any customer of the Thayer Post Office who disagrees will have the right to appeal that decision to the Postal Rate Commission in Washington, DC.

Sincerely,

A handwritten signature in cursive script, reading "Jean Susnjar".

JEAN SUSNJAR  
PO BOX 9998  
CEDAR RAPIDS, IOWA 52406-9998

Thayer





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05/24/2011

MEMO TO THE RECORD

SUBJECT: THAYER  
Docket Number 1384502 - 50254

The proposal to consolidate the THAYER was posted with an "Invitation for Comments," at the THAYER from 03/15/2011 through 05/16/2011. No comments were received. There is no change to the original proposal. Accordingly, there is no need to modify the proposal to address comments.

*Sara Sudauer for Karen Lenane*

KAREN LENANE  
Post Office Review Coordinator  
HAWKEYE PFC District



**A. Office**

Name: THAYER State: IA Zip Code: 50254  
Area: WESTERN District: HAWKEYE PFC  
Congressional District: IA 05 County: Union  
EAS Grade: 53 Finance Number: 188820  
Post Office: ☒ Classified Station ☐ Classified Branch ☐ CPO ☐

This form is a place holder for number 39. There was not a premature appeal received.

Prepared by: Karen Lenane  
Title: HAWKEYE PFC Post Office Review Coordinator  
Tele No: (319) 399-2902

Date: 05/24/2011  
Fax No: (319) 399-5502



05/24/2011

MEMO TO THE RECORD

SUBJECT: THAYER  
Docket Number 1384502 - 50254

The proposal to consolidate the THAYER was posted with an "Invitation for Comments," at the THAYER from 03/15/2011 through 05/16/2011. No comments were received. There is no change to the original proposal. Accordingly, there is no need to modify the proposal to address comments.

KAREN LENANE  
Post Office Review Coordinator  
HAWKEYE PFC District

Docket: 1384502-50254

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## Memo to the record

5/25/2011

Re: Revised Proposal

There is no revised proposal for this case. As a result, a revised proposal will not be included.

A handwritten signature in cursive script that reads "Sara Lindauer".

Sara Lindauer

Post Office Review Investigator

Docket: 1384502-50254

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## Memo to the record

5/25/2011

Re: Updated PS Form 4920

There is no updated PS Form 4920 for this case. As a result, an updated PS Form 4920 will not be included.

A handwritten signature in cursive script, appearing to read "Sara Lindauer".

Sara Lindauer

Post Office Review Investigator





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05/24/2011

MEMO TO THE RECORD

SUBJECT: Certification of the Record  
THAYER  
Docket Number 1384502 - 50254

This certifies that all comments and documents enclosed in the attached record are originals, or true and correct copies of the originals.

A handwritten signature in cursive script, appearing to read "Gail Duba", written over a horizontal line.

GAIL DUBA  
District Manager

Docket: 1384502 - 50254  
 Item Nbr: 44  
 Page Nbr: 1

### LOG OF POST OFFICE DISCONTINUANCE ACTIONS

Office Name, State, ZIP Code:	THAYER, IA, 50254-7713
EAS Level:	53
District:	HAWKEYE PFC
County:	Union
Congressional District:	IA 05
Proposal:	<input checked="" type="checkbox"/> Close <input type="checkbox"/> Consolidate
Reason For Propsed:	retired
Alternate Service Proposed:	Rural Route Service
Customers Affected:	
Post Office Box:	16
General Delivery:	0
Rural Route:	0
Highway Contract Route (HCR):	0
City Route:	0
Intermediate Rural:	0
Intermediate HCR:	0
<b>Total number of customers:</b>	16

Date	Action
08/03/1993	Office suspended. Reason suspended:
	Suspension notice sent to Headquarters.
	Postmaster vacancy occurred. Reason: retired
	OIC: Career: 0 Noncareer: 1 Other Employees: 1
01/07/2011	District manager authorization to study.
01/27/2011	Questionnaires sent to customers. Number sent: 20 Number Returned: 5
	Analysis: Favorable 0 Unfavorable 0 No Opinion 5
	Petition received. Number of signatures: 0
	Concerns expressed:
	Congressional inquiry received: No
	Concerns expressed:
03/31/2011	Proposal and checklist sent to district for review.
03/03/2011	Government Relations and Retail Operations notified by district 10 days before the 60-day posting (PS Form 4920 attached).
03/31/2011	Proposal and invitation for comments posted and round-dated.
05/24/2011	Proposal and invitation for comments removed and round-dated.
None	Comment Analysis:
	Favorable 0 Unfavorable 0 No Opinion 0 0
	Premature PRC appeal received.
	Concerns expressed:
02/17/2011	Updated PS Form 4920 completed (if necessary).
05/24/2011	Certification of the official record.
	District transmittal of official record to vice president, Delivery and Retail, and copy of transmittal letter to vice president, Area Operations.
	Headquarters logged in official record (option entry).
	Record returned to district for additional consideration.
	Record returned as not warranted.

	Final determination posted at affected office(s) and round-dated.
	Final determination removed and round-dated.
	Postal Bulletin Post Office Change Announcement form sent to Headquarters.
	No appeals letter received from Headquarters.
	Appeal to PRC received.
	PRC opinion received on appeal:
	Affirmed: _____ Remanded: _____ USPS Withdrawn: _____
	Address management systems notified to updated AMS report.
	Discontinuance announced in Postal Bulletin No.: _____ Effective date: _____

Review Coordinator/person most familiar with the case:

KAREN LENANE	(319) 399-2902
Name/Title	Telephone Number
KAREN LENANE	(319) 399-2902
District Post Office Review Coordinator	Telephone Number

Post



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05/26/2011

VICE PRESIDENT, DELIVERY AND POST OFFICE OPERATIONS  
UNITED STATES POSTAL SERVICE  
475 L'ENFANT PLAZA ROOM 5621  
WASHINGTON DC 20260-5621

SUBJECT: Official Record

Enclosed for your review and approval is the official record to discontinue the Thayer Post Office.

All appropriate actions have been taken, and we have considered the concerns/comments of affected customers. The record has been thoroughly reviewed, and all necessary documentation is included. All documents in the record are numbered and contain docket and item numbers on each page and a chronological index of all documents in the record is included. Effective and regular service will be provided to community residents by permanently implementing the alternative service proposed.

Refer questions about this Post Office discontinuance to Karen Lenane, Post Office Review Coordinator, at (319) 399-2902 or Jean Susnjar Manager Post Office Operations.

A handwritten signature in dark ink, appearing to read "Gail M. Duba".

GAIL DUBA  
DISTRICT MANAGER  
PO BOX 9998  
CEDAR RAPIDS, IOWA 52406-9998

Enclosures:

One copy of record (<http://hqcsopps.usps.gov/public/dis/4E/P1384502.pdf>)  
Headquarters acknowledgment of receipt of official record (optional)  
Self-addressed envelope

cc: Vice President, WESTERN Area (no enclosures)

## Headquarters Acknowledgment of Receipt of Official Record

The official record to consolidate the THAYER was received by 05/27/2011.  
Please contact the Headquarters coordinator at (916) 916-8315 or the address below for additional information regarding its status.

475 L'ENFANT PLAZA SW ROOM 6700  
WASHINGTON DC 20260-6700

Enclosure: (self-addressed envelope)

**\*Note:** The acknowledgment form is optional and to be used at the district's discretion. Please provide the following memorandum **and** **and a self-addressed return envelope** if you wish to receive an acknowledgment of Headquarters receipt of the record.



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ITEM NO. 47  
PAGE 1

Date of Posting: 06/20/2011

Posting Round Date:

Date of Removal: 07/22/2011

Removal Round Date:

FINAL DETERMINATION TO CLOSE  
THE THAYER, IA POST OFFICE  
AND ESTABLISH  
SERVICE BY RURAL ROUTE SERVICE

DOCKET NUMBER 1384502 - 50254

## I. RESPONSIVENESS TO COMMUNITY POSTAL NEEDS

The Postal Service has determined to close the Thayer, IA Post Office and provide delivery and retail services by rural route service under the administrative responsibility of the Afton Post Office, located nine miles away.

The postmaster position became vacant when the postmaster retired on August 03, 1993. An employee from a neighboring office may have been installed as the temporary officer-in-charge (OIC). Postmaster level and office service hours are determined by a workload analysis which includes the number of deliveries and revenue.

The office was studied for closing or consolidation due to the following reasons: Study for discontinuance request is based on minimal workload, revenue, need for more operational efficiency, and the ability for the Postal Service to provide effective and regular service by an alternate means.

The Thayer Post Office, an EAS-53 level, provided service from 09:00 - 13:30 Monday - Friday 10:00 - 11:30 Saturday and lobby hours of 9:00 - 13:30 on Monday - Friday and 10:00 - 11:30 on Saturday to 16 Post Office box customers and no delivery customers. Retail services included the sale of stamps, stamped paper, and money orders; special services such as Registered Mail, Certified Mail, Insured Mail, COD Mail, and Express Mail services; and the acceptance and dispatch of all classes of mail.

The retail window averaged two transaction(s) accounting for two minute(s) of retail workload daily. With minimal workload, the Postal Service feels that effective and regular service will be provided by rural route service. Office receipts for the last 3 years were: \$5,973 ( 16 revenue units) in FY 2008; \$5,203 ( 14 revenue units) in FY 2009; and \$4,810 ( 13 revenue units) in FY 2010. There were no permit mailer(s) or postage meter customer(s).

On February 09, 2011, representatives from the Postal Service were available at Thayer City Hall to answer questions and provide information to customers. 7 customer(s) attended the meeting.

On January 27, 2011, 20 questionnaires were distributed to delivery customers of the Thayer Post Office. Questionnaires were also available over the counter for retail customers at the Thayer Post Office . 5 questionnaires were returned. 0 responses were favorable, 0 unfavorable, and 5 expressed no opinion regarding the proposed alternate service.

When this final determination is implemented, delivery and retail services will be provided by the Afton Post Office, an EAS-16 level office. Window service hours at the Afton Post Office are from 08:30 16:30, Monday through Friday, and 08:30 09:30 on Saturday. There are 104 post office boxes available.

Retail service is also available at the Murray Post Office an EAS-13 level office, located seven miles away. Window service hours at Murray Post Office are from 08:30 15:45, Monday through Friday and 08:30 10:00 on Saturday. There are 148 post office boxes available for rent.

The following concerns were expressed on the returned questionnaires, at the community meeting, on the petition, and on the congressional inquiry:

1. **Concern:** Customers wanted to know when the discontinuance will occur.

**Response:** If the discontinuance is approved, we estimate that the discontinuance will happen in 6-9 months.
2. **Concern:** Customers were concerned about the location of the boxes.

**Response:** The Postal Service will try to accomodate mailbox location that is in close proximity to the residence. We cannot guarantee that the box will be located in front of the residence however, will be within the area. Customers will be informed within 30 days of the discontinuance.
3. **Concern:** Customers were concerned as to how they will obtain special service items that need a signature

**Response:** The carrier will attempt delivery of accountable items and large parcels to the customer's residence. If the customer is not home when delivery is attempted, a notice will be left in the mailbox. Large parces will be left outside the mailbox or at a location designated by the customer (if authorized by the customer), or a notice will be left in the mailbox. Attempted delivery items will be taken back to the Afton Post Office. Customer may pick up the item at the post Office, request redelivery on another day, or authorize delivery to another party.
4. **Concern:** Customers were wondering what size of box to install.

**Response:** Customers may wish to purchase a large mailbox that will accomodate packages that they receive. Mail carriers enjoy the shorter but wider mailboxes due to the ease of opening and the ability to accomodate wide items.

**Some advantages of the final determination are:**

1. The rural and contract carriers may provide retail services, alleviating the need to go to the post office. Stamps by Mail order forms are provided for customer convenience.
2. Customers opting for carrier service will have 24-hour access to their mail.
3. Savings for the Postal Service contribute in the long run to stable postage rates and savings for customers.
4. CBUs can offer the security of individually locked mail compartments. Parcel lockers provide convenient parcel delivery for customers.
5. Customers opting for carrier service will not have to pay post office box fees.
6. Saves time and energy for customers who drive to the post office to pick up mail.

**Some disadvantages of the final determination are:**

1. The loss of a retail outlet and a postmaster position in the community. Retail services may be provided by the rural or contract delivery carrier.
2. Meeting the rural or contract delivery carrier at the box to transact business. However, it is not necessary to be present to conduct most Postal Service transactions.
3. A change in the mailing address. The community name will continue to be used in the new address. A carrier route address will be assigned.

This final determination to close the Thayer Post Office was posted with an invitation for comment at the Thayer Post Office , Murray Post Office and Afton Post Office from March 15, 2011 to May 16, 2011. The following additional concerns were received during the proposal posting period:

NONE

Taking all available information into consideration, the Postal Service concludes this final determination will provide a maximum degree of effective and regular postal services to the community.

## II. EFFECT ON COMMUNITY

Thayer is an incorporated community located in Union County. The community is administered politically by Mayor and Council. Police protection is provided by the Union County Sheriff. Fire protection is provided by the Murray and Lorimar Fire Departments. The community is comprised of retired people, farmers/ranchers, and those who commute to work at nearby communities and work in local businesses.

Businesses and organizations include: Pleasant Valley Christian Church, , Thunder Valley Hot Rod Shop, Schildberg Construction Inc. . Residents may travel to nearby communities for other supplies and services.

Nonpostal services provided at the Thayer Post Office will be available at the Afton Post Office. Government forms normally provided by the Post Office will also be available at the Afton Post Office or by contacting your local government agency.

The following nonpostal concerns were expressed on the returned questionnaires, at the community meeting, on the petition, and on the congressional inquiry:

None

Based on the information obtained in the course of this discontinuance study, the Postal Service concludes this proposal will not adversely affect the community.

### III. EFFECT ON EMPLOYEES

The postmaster retired on August 03, 1993. The noncareer postmaster relief (PMR) may be separated from the Postal Service. No other Postal Service employee will be adversely affected.

### IV. ECONOMIC SAVINGS

The Postal Service estimates an annual savings of \$ 21,559 with a breakdown as follows:

Postmaster Salary (EAS-53, No COLA)	\$ 15,350
Fringe Benefits @ 33.5%	\$ 5,142
Annual Lease Costs	<u>+ \$ 2,400</u>
Total Annual Costs	\$ 22,892
Less Annual Cost of Replacement Service	<u>- \$ 1,333</u>
Total Annual Savings	<u>\$ 21,559</u>

### V. OTHER FACTORS

The Postal Service has identified no other factors for consideration.

### VI. SUMMARY

The Postal Service has determined to close the Thayer, IA Post Office and provide delivery and retail services by rural route service under the administrative responsibility of the Afton Post Office, located nine miles away.

The postmaster retired on August 03, 1993. If the office has a noncareer PMR, they may be separated from the Postal Service. No other employee(s) will be adversely affected. Post office workload has declined. Effective and regular service will continue to be provided by rural route service.

The Thayer Post Office provided delivery service to no customers and 16 PO Box customers. The daily retail window transactions averaged two. There are no permit mailers or postage meter customers.

There will no longer be a retail outlet in the community. However, delivery and retail services will be available from the carrier, alleviating the need to travel to a Post Office for service. The Postal Service will save an estimated \$21,559 annually. A disadvantage to some may be in meeting the carrier to transact business. However, it is not necessary to be present to conduct most Postal Service transactions.

Taking all available information into consideration, the Postal Service has determined that the advantages outweigh the disadvantages and this final determination is warranted.

### VII. NOTICES

- A. Support Materials. Copies of all materials upon which this final determination is based are available for public inspection at the Thayer Post Office , Murray Post Office and Afton Post Office during normal office hours.
- B. Appeal Rights. This final determination to close the Thayer Post Office may be appealed by any person served by that office to the Postal Regulatory Commission at 901 New York Ave NW, Suite 200, Washington DC 20268-0001. Appeals must be received by the Commission within 30 days of the date this final determination is posted. If an appeal is filed, copies of appeal documents prepared by the Postal Regulatory Commission or the parties to the appeal will be made available for public inspection at Thayer Post Office , Murray Post Office and Afton Post Office during normal office hours.



Dean J Granholm  
Vice President of Delivery and Post Office Operations

06/15/2011

Date





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06/20/2011

OFFICER-IN-CHARGE/POSTMASTER  
Thayer Post Office

SUBJECT: Letter of Instructions Regarding Posting of the Thayer Post Office Final Determination  
Docket No. 1384502 - 50254

Please post in the lobby the enclosed final determination to close the Thayer Post Office. The final determination must be posted in a prominent place from 06/20/2011 through close of business on 07/22/2011. It must be posted for at least 30 days and the first day does not count. Additionally, please take down the posted "Notice of Taking Proposal and Comments under Internal Consideration" and return to this office.

Round-date stamp the cover of the final determination on the date of posting and on the date of removal. Please send the final determination to me by close of business on 07/23/2011.

Additional copies of the final determination are enclosed. Provide them to customers upon request.

Also enclosed is the official record upon which this final determination is based. Customers may read it; however, they may not remove it from your office. When a customer requests a copy of the record, provide it upon payment of any fees prescribed in Administrative Support Manual. If you do not have photocopy equipment, take the customer's name, address and telephone number and contact the district for needed copies.

If there are any questions, please contact me at (319) 399-2902.

Sincerely,

A handwritten signature in dark ink, appearing to read "Karen Lenane", written in a cursive style.

KAREN LENANE  
POST OFFICE REVIEW COORDINATOR  
PO BOX 9998  
CEDAR RAPIDS, IOWA 52406-9998

Enclosures:  
Final Determination Official Record

DOCKET NO.

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Date of Posting: 06/20/2011

Posting Round Date:



Date of Removal: 07/22/2011

Removal Round Date:



FINAL DETERMINATION TO CLOSE  
THE THAYER, IA POST OFFICE  
AND ESTABLISH  
SERVICE BY RURAL ROUTE SERVICE

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Date of Posting: 06/20/2011

Posting Round Date:



Date of Removal: 07/22/2011

Removal Round Date:



FINAL DETERMINATION TO CLOSE  
THE THAYER, IA POST OFFICE  
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Date of Posting: 06/20/2011

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Date of Removal: 07/22/2011

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